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Administrative and budgetary aspects of the financing of the United Nations peacekeeping operations: financing of the United Nations peacekeeping operations

Support account for peacekeeping operations

Report of the Secretary-General

Addendum

Summary

The present report is submitted pursuant to General Assembly resolution 52/248 of 26 June 1998 and resolution 53/12 of 26 October 1998. In the above resolutions, the Assembly, *inter alia*, authorized for the 12-month period from 1 July 1998 to 30 June 1999 an amount of $34,400,000 for the support account for peacekeeping operations, the financing of which was prorated among the individual budgets of active peacekeeping operations; and a staffing establishment of 400 temporary posts; and requested the Secretary-General when submitting his support account proposals for the period from 1 July 1999 to 30 June 2000 to address a number of specific issues raised by the Advisory Committee on Administrative and Budgetary Questions and the General Assembly.

As requested in resolution 53/12, the preparation of the Secretary-General's support account proposals for the period from 1 July 1999 to 30 June 2000 takes account of a number of reviews of the issues raised in the aforementioned resolution.

For the period from 1 July 1999 to 30 June 2000, support account resource requirements are estimated at $36,065,600. The staffing establishment proposed amount to 406 posts including six new ones.

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The actions to be taken by the General Assembly as set out in paragraph 35 of the present report are approval of the support account estimate of $36,065,600 for the period from 1 July 1999 to 30 June 2000; a decision to apply the unencumbered balance of $3,865,800 for the period from 1 July 1997 to 30 June 1998 to the resources required for the period from 1 July 1999 to 30 June 2000; and a decision to prorate the balance of $32,199,800.

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Abbreviations

MICIVIH	United Nations/Organization of American States International Civilian Mission in Haiti
MINUGUA	United Nations Verification Mission in Guatemala
MINURSO	United Nations Mission for the Referendum in Western Sahara
MIPONUH	United Nations Civilian Police Mission in Haiti
MONUA	United Nations Observer Mission in Angola
ONUCA	United Nations Observer Group in Central America
ONUMOZ	United Nations Operation in Mozambique
ONUSAL	United Nations Observer Mission in El Salvador
UNAMIC	United Nations Advance Mission in Cambodia
UNAMIR	United Nations Assistance Mission for Rwanda
UNAVEM	United Nations Angola Verification Mission
UNCRO	United Nations Confidence Restoration Operation in Croatia
UNDOF	United Nations Disengagement Observer Force
UNDP	United Nations Development Programme
UNFICYP	United Nations Peacekeeping Force in Cyprus
UNFPA	United Nations Population Fund
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIFIL	United Nations Interim Force in Lebanon
UNIIMOG	United Nations Iran-Iraq Military Observer Group
UNIKOM	United Nations Iraq-Kuwait Observation Mission
UNMIBH	United Nations Mission in Bosnia and Herzegovina
UNMIH	United Nations Mission in Haiti
UNMLTC	United Nations Military Liaison Team in Cambodia
UNMOP	United Nations Mission of Observers in Prevlaka
UNMOT	United Nations Mission of Observers in Tajikistan
UNOMIG	United Nations Observer Mission in Georgia
UNOMIL	United Nations Observer Mission in Liberia
UNOMUR	United Nations Observer Mission Uganda-Rwanda
UNOPS	United Nations Office for Project Services
UNPF	United Nations Peace Forces
UNOSOM	United Nations Operation in Somalia
UNPOS	United Nations Political Office for Somalia
UNPREDEP	United Nations Preventive Deployment Force

UNPROFOR	United Nations Protection Force
UNSMA	United Nations Special Mission to Afghanistan
UNSMIH	United Nations Support Mission in Haiti
UNTAC	United Nations Transitional Authority in Cambodia
UNTAES	United Nations Transitional Administration for Eastern Slavonia, Baranja and Western Sirmium
UNTAG	United Nations Transition Assistance Group
UNTMIH	United Nations Transition Mission in Haiti
UNTSO	United Nations Truce Supervision Organization

I. Introduction

1. The present report contains the proposed requirements for the support account for peacekeeping operations for the 12-month period from 1 July 1999 to 30 June 2000, which amounts to $36,065,600 compared to $34.4 million for the current period.

2. The proposed requirements for the period from 1 July 1999 to 30 June 2000 include provision for 406 posts, representing an increase of six posts as compared to the current authorized level of staffing. A vacancy turnover factor of 5 per cent for Professional staff and 2.5 per cent for General Service level personnel has been applied to all posts.

3. Details in respect of these requirements are provided in the present report and are summarized below.

Table 1
Overview
(Thousands of United States dollars)

	1997-98 Expenditures	*1998-99 Apportionment*	*1999-00 Cost estimates*	*Increase (decrease) over 1998-99*	
				Amount	*Percentage*
Total resources	**32 426.5**	**34 400.0**	**36 065.6**	**1 665.6**	**4.8**

Support account posts	*1997-98*	*1998-99*	*1999-00*	*Increase decrease over 1998-99*	
					Percentage
Professional category and above	159	217	222	5	2.3
General Service and related categories					
Principal level	8	8	10	2	25
Other level	159	175	174	(1)	(0.6)
Subtotal	**167**	**183**	**184**	**1**	**0.5**
Total	**336**	**400**	**406**	**6**	**1.5**

II. Developments in the current period

4. The current period, in terms of support to peacekeeping operations, is a transitional one, characterized by the phasing out of all gratis personnel as required by the General Assembly in resolution 51/243 of 15 September 1997. The transition is taking place as scheduled with the gratis personnel departing as planned and recruitment against funded posts proceeding as envisaged. It will be recalled that, for the period 1 July 1998 to 30 June 1999, the Secretary-General had requested 469 posts to be funded from the support account, including 106 for positions that had heretofore been occupied by gratis personnel. The General Assembly approved 400 posts.

5. At the time of the writing of the present report, the number of the peacekeeping missions has decreased from 16 to 14, reflecting the recent decisions of the Security Council to terminate the United Nations Preventive Deployment Force (UNPREDEP) and the United Nations Observer Mission in Angola (MONUA). Expenditures for the period July 1997 to June 1998 amounted to $879 million compared to expenditures of $1.16 billion for the period 1 July 1996 to 30 June 1997. Gross apportionment for the current period amount to some $843 million. The proposed budgets for the period 1 July 1999 to 30 June 2000, including the support account, are estimated at this stage to be around $650 million. Although this figure is substantially lower than the gross apportionment for the current period, the actual amount could increase significantly if new peacekeeping missions are established as a result of ongoing peace initiatives in conflict areas.

Structure and functions of the Department of Peacekeeping Operations

6. An overall review of the Department of Peacekeeping Operations has taken place, as a result of which a new structure is being put into place that will result in the consolidation of military expertise in the newly created Military and Civilian Police Division, reporting to the Under-Secretary-General after consultation with the concerned office; the transformation of the Office of Planning and Support into the Office of Logistics, Management and Mine Action; the completion of the transfer of the Situation Centre to the Office of Operations; the integration of the Policy Analysis Unit and the Lessons Learned Unit under the direct authority of the Under-Secretary-General; and the consolidation and rationalization of the structure of the Field Administration and Logistics Division.

7. The Department's mission is the executive direction, management and support of United Nations peacekeeping operations authorized by the Security Council and General Assembly. This responsibility begins with the early planning stages and continues through the establishment and conduct of a peacekeeping operation, its eventual closure and liquidation. The Department of Peacekeeping Operations also provides administrative and logistical planning and support to a variety of field missions other than peacekeeping operations; in addition, in the area of mine action, its guidance and support potentially cover activities in up to 70 countries, with, at present, active programmes in 14 countries.

8. In October 1997, with the creation of the United Nations Mine Action Service, which serves as a focal point within the United Nations system for all mine-related activities, a new aspect was formally added to these already complex and difficult tasks.

9. The essential functions of the Department of Peacekeeping Operations must be based on the empirical fact that there has been a rather stable number of operations over a period of many years and that there is no supportable hypothesis that at some indefinable future point there may be no operations. This said, in view of the given circumstances, the Department must retain:

(a) The ability to plan future operations and to manage, direct and support current operations. (Throughout most of the 1990s, the number of operations has remained in the range of 14 to 17, with an additional two being planned at any given time, as well as the closing and liquidation of two operations per year.);

(b) The capacity to respond quickly and effectively to any new Security Council request or mandate;

(c) The responsibility for the coordination of mine-related activities within the United Nations system.

10. An effective Department of Peacekeeping Operations requires the capacity to assess conflict situations in politico-military terms. Such assessments require a political grasp of the clash of parties, values and interests in the mission area, as well as a solid military, logistical and administrative understanding of the risks, costs and means required for operational effectiveness. It involves the delicate task of providing meaningful, objective reporting to intergovernmental bodies on issues that are contested between the parties and translating the relevant policies set by those bodies into practical guidance in the field. It requires ongoing communication and interaction with the parties to conflict, so as to ensure their maximum possible cooperation in fulfilling its mandate. In an era in which many institutions are seeking a role in conflict management, liaison with regional, non-governmental and other organizations is also essential.

11. Increasingly, peacekeeping operations are complex or multidisciplinary in nature. As a result, the coordination and integration from the United Nations system are essential to ensure unity of effort in the maintenance of peace and security.

12. In addition, preparedness, as well as current operations, requires the provision of assistance requested by Member States, especially troop contributors, in the areas of training and standby arrangements, together with maintenance of an effective mission planning capacity and the means to effect rapid mission deployment. Finally, as issues of broad peacekeeping policy have been engaged in recent years by a much broader range of Member States (as evidenced in the expansion of the Special Committee on Peacekeeping Operations from 34 Members in 1995 to 96 today), the Department of Peacekeeping Operations will be required to devote commensurately more time to serving the Committee and keeping members informed of developments.

13. As a means of ensuring the fulfilment of the Department's functions, a reorganization is under way which comprises several changes. The first is the consolidation of military expertise. Following the recent phase out of gratis personnel and, thus, the reduction in military personnel, those military officers who remained were thinly spread across several small units. To ensure viability and synergy, all military personnel, as well as civilian police, have been brought together in the newly created Military and Civilian Police Division, headed by the Military Adviser and consolidating the former Office of the Military Adviser, the Civilian Police Unit, the Mission Planning Service and the Training Unit of the former Planning Division. The new Division consists of the Office of the Military Adviser, the Military Planning Service, the Civilian Police Unit and the Training Unit. With all military personnel now working in one Division, it is essential to ensure that the Military and Civilian Police Division is fully integrated into the rest of the Department. Reporting lines have been clarified accordingly. The Military Adviser reports to the Under-Secretary-General, after due consultation with the Office of Operations, on all matters pertaining to operations currently under way or being planned and will consult with the Office of Logistics, Management and Mine Action on all matters pertaining to preparedness and training activities concerning military and civilian police components.

14. The merger of the Office of the Military Adviser and the former Planning Division into the new Military and Civilian Police Division will streamline the information flow and create a more effective management structure.

15. The primary responsibility of the Military Planning Service is to provide advice on tasks and configuration of military components of new peacekeeping operations and, once these are established, to develop the detailed concept of operations for the military component. As necessary, the Military Planning Service also advises on the revision and modification of the military modus operandi for ongoing operations. The Service is also responsible for the Rapidly Deployable Mission Headquarters, which was designed to

provide rapid deployment to newly mandated peacekeeping operations. In this regard, it should be noted that the Headquarters is not yet operational, nor will it become so without adequate resources: eight posts are considered the minimum requirement.

16. The responsibility of the Rapidly Deployable Mission Headquarters will be to prepare the more detailed plans which would normally be established by the Mission Headquarters. The higher level planning will remain the responsibility of the Military Planning Service. For new peacekeeping operations where the Rapidly Deployable Mission Headquarters is to be activated, close liaison will be required with all functional areas of the Department of Peacekeeping Operations to ensure the successful deployment of the Mission Headquarters.

17. A summary of functions relating to mission planning and to the Rapidly Deployable Mission Headquarters are presented below:

Functions: summary

Military Planning Service	*Rapidly Deployable Mission Headquarters*
– General military planning for concept operation	– Exposure to United Nations procedures
– Doctrinal matters	– Development of detailed military plans
– Security of observers	– Initial deployment
– Rules of engagement	– Maintain database on all shadow-posted personnel
– Standing operating procedures	– Assist the Training Unit in its training of selected standby forces
– Seminars, conferences, presentations	
– Support to regional planners	
– Participation in technical surveys	
– Standby arrangements and related database	

18. The primary tasks of the Rapidly Deployable Mission Headquarters are presented in the annex to the present report.

19. A second and related aspect in the reorganization of the Department of Peacekeeping Operations is the evolution of the Office of Planning and Support, which had been comprised of the Field Administrative and Logistics Division and the Planning Division. It is proposed that the Office be reconfigured into the Office of Logistics, Management and Mine Action, in order to take into account the consolidation of the Military and Civilian Police Division and the creation of the Mine Action Service. Since the Department became the focal point for Mine Action, it has become responsible for ensuring the coordination of a broad range of activities, as well as for different departments and agencies, well beyond its limited peacekeeping demining operations. The international community, in particular donor countries, expect the Department to consolidate and expand its leading role in coordinating strategy and policy in this area, including the management of the Voluntary Trust Fund for Assistance in Mine Action. In order to implement these mandates effectively, the Mine Action Service was created and is now under the direct authority of the Assistant Secretary-General, Office of Logistics, Management and Mine Action.

20. With the phase-out of gratis personnel, and bearing in mind the observations of the Advisory Committee on Administrative and Budgetary Questions contained in paragraph 41 of its report, A/53/418, the organizational structure of the Field Administrative and

Logistics Division was also reviewed and rationalized with due regard to continued functionality, efficiency, effectiveness and the provision of services, as well as the need to provide for maximum flexibility in the distribution of work.

21. The resulting structure coincides with specific tasks requiring specialized knowledge and separate processing. A comparison of the previous and current organizational units is reflected in the chart below:

Previous structure	*Current structure*
Finance Management and Support Service	**Finance Management and Support Service**
Claims and Information Management Section	Claims and Information Management Section
Financial Support Section	Financial Support Section
Logistics and Communications Service	**Logistics and Communications Service**
Electronic Services Section	Electronic Services Section
Electronic Data-Processing Unit	Electronic Data-Processing Unit
Communications Unit	Communications Unit
Field Mission Logistics System Project Team	
Engineering Section	Engineering Section
Engineering Operations Unit	
Technical Support Unit	
Logistics Operations Section	Logistics Operations Section
Current Operations Unit	Logistics Operations Unit
Future Operations Unit	Administrative Support Unit
Administrative Support Unit	
Supply Section	Supply Section
Service Unit	Supply and Services Unit
General Supply Unit	Medical Support Unit
Property Support Unit	
Medical Support Unit	
Transport Section	Transport Section
Air Transport Unit	Air Operations and Safety Unit
Aviation Safety Unit	Movement Control Unit
Movement Control Unit	Surface Transport Unit
Sea Transport Unit	
Surface Transport Unit	
Personnel Management and Support Service	**Personnel Management and Support Service**
Policy, Planning and Review Unit	Policy, Planning and Review Unit
Administration and Information Management Section	Administration and Information Management Section
Special Missions Unit	Special Missions Unit
Established Missions Unit	Established Missions Unit
Information Management Unit	Information Management Unit
Staffing Support Section	Staffing Support Section
Staffing Unit	Staffing Unit
Travel Unit	Travel Unit

22. The third element of reorganization has been the completion of the transfer of the Situation Centre to the Office of Operations. The Situation Centre provides round-the-clock communications with field missions. It also serves as a crisis management centre, through which the regional director or the desk officer for a particular operation can assume lead responsibility in managing the Organization's response. The transfer of the Situation Centre reflects and responds to the reality that the Office of Operations is the main user of its services in each of these contexts.

Relationship between the Department of Peacekeeping Operations and the Department of Political Affairs

23. A review of the relationship between the Department of Peacekeeping Operations and the Department of Political Affairs has been undertaken. The functions of the regional divisions in each Department were analysed, including addressing the question of possible overlap and duplication.

24. The maintenance of international peace and security, one of the primary functions of the United Nations, covers a broad range of activities, and none of the Secretariat departments with responsibilities in this field can function on its own. This has become more pronounced as the Organization's focus has shifted from inter-State conflicts to complex crises arising from internal conflicts. Consequently, the strategies to deal with such crises have become much more complex, addressing the problems on several fronts at the same time. The increasing use of multidisciplinary peacekeeping operations, which combine military tasks with humanitarian assistance and peace-building activities, is a result of this development.

25. Such complex strategies rely on the capacity of the United Nations system as a whole, making cooperation and coordination among departments of the Secretariat and other entities an absolute necessity. The creation of the Executive Committee for Peace and Security was meant to facilitate this. Its members are: the Department of Political Affairs (convenor), the Department of Peacekeeping Operations, the Office for the Coordination of Humanitarian Affairs, the Department for Disarmament Affairs, the Office of Legal Affairs, the United Nations High Commissioner for Refugees, the United Nations High Commissioner for Human Rights, the Director-General United Nations Office in Geneva, the United Nations Development Programme, the Special Representative of the Secretary-General for Children and Armed Conflict and the United Nations Security Coordinator.

26. When a multidisciplinary peacekeeping operation is launched, a task force is normally established, made up of the entities that contribute to it. It typically includes most of the members of the Executive Committee for Peace and Security, as well as additional agencies and programmes (e.g. UNICEF, the World Food Programme, the International Monetary Fund, the World Bank).

27. The "lead-department" concept is employed in order to ensure, on the one hand, that all matters are attended to and, on the other hand, that duplication is minimized. It is the lead department's responsibility to effect coordination with the other organizational entities concerned. The Department of Political Affairs generally takes the lead for preventive diplomacy, peacemaking and peace-building; the Department of Peacekeeping Operations takes the lead in peacekeeping. Their functions are shown in the synopsis below.

Department of Political Affairs	*Department of Peacekeeping Operations*	*Comments*
Assists the Secretary-General in the discharge of his responsibilities under the Charter relating to the maintenance and restoration of peace and security, including preventive diplomacy, peacemaking and peace-building.	Serves as the operational arm of the Secretary-General for all United Nations field operations, in particular the management and direction of peacekeeping operations.	The term "all field operations" is accurate only insofar as administrative and logistical support is concerned. The Department of Peacekeeping Operations' substantive responsibility is limited to peacekeeping operations.
Advises on and supports electoral assistance matters and coordinates appropriate response to Member States' requests of such assistance.		As the focal point for electoral assistance, the Department of Political Affairs makes a substantive contribution to the electoral components of peacekeeping operations.
Monitor, analyse and assess political developments throughout the world, identify potential or actual conflicts in whose resolution the United Nations could play a useful role, provide early warning to the Secretary-General and recommend and execute political action. Direct and manage special political missions including those authorized by the General Assembly.	Responsible for the day-to-day executive direction of peacekeeping operations, with emphasis on political and operational aspects. Coordinates and integrates inputs from other departments, agencies and programmes. (In the case of a multidisciplinary peacekeeping operation, it chairs the task force comprising the entities contributing to it).	Officers from the Department of Political Affairs cover several countries or a region, maintaining up-to-date information as well as keeping track of a broad range of political, social and other variables that have a bearing on the genesis or resolution of conflicts. This is a permanent task that is performed prior to, during and after a peacekeeping operation. By contrast, officers from the Department of Peacekeeping Operations/Office of Operations function as project officers for a peacekeeping operation and their involvement ends with the operation's termination.
Support the Secretary-General in the political aspects of his relations with Member States and regional organizations.		This is a broad task, which entails significant coordinating functions. The Department of Peacekeeping Operations provides inputs relating to its responsibilities, e.g. a peacekeeping operation or relations with a troop contributor.
Plan and participate in fact-finding, peacemaking and other missions to areas of actual or potential conflict where the Secretary-General's preventive and peacemaking efforts may be needed or are already engaged.	Leads the planning process for a peacekeeping operation by providing the overall framework, developing options for courses of action, leading reconnaissance missions to the field and coordinating and integrating inputs from within the department and from other entities into a comprehensive plan for approval by the Security Council.	
Provide political guidance and support to special representatives and other senior officials appointed by the Secretary-General to assist his preventive diplomacy, peacemaking and peace-building efforts.	Provides guidance and support to the chiefs of peacekeeping operations (Special Representative, Force Commander or Chief Military Observer).	
Maintain and expand links with other United Nations offices and departments and other relevant institutes and experts.	Coorindates and integrates inputs from other departments, agencies and programmes that are active in the mission area of a peacekeeping operation.	Each department works with other entities in carrying out its respective mandate (see paragraph directly above).
Liaise, consult and negotiate with Member States at Headquarters or in their capitals.	Supports the operation vis-à-vis the parties to the conflict and other interested parties, the members of the Security Council and the contributors.	Each department deals with Member States on the matters for which it is responsible.

Department of Political Affairs	*Department of Peacekeeping Operations*	*Comments*
Maintain and develop cooperation with the secretariats of regional organizations and arrangements through joint meetings, consultations, liaison and attendance at meetings held by them.	Maintains contact with regional organizations on peacekeeping matters, particularly when they are active in a theatre where the United Nations has a peacekeeping operation. Responsible for programmes to enhance African peacekeeping capacity.	
Maintain contact with non-governmental organizations and academic institutions worldwide and participate in seminars and academic meetings relating to the mandate of the Department.	Responds to requests by such organizations for information relating to peacekeeping.	
Prepare reports related to preventive diplomacy, peacemaking and peace-building to the General Assembly and the Security Council, and contribute to reports on some peacekeeping operations.	Prepare reports on peacekeeping operations to the Security Council	Each department reports on matters in its respective sphere of responsibility

28. The functions of the regional divisions of the Department of Political Affairs and the Office of Operations of the Department of Peacekeeping Operations have a number of similarities: both carry out political tasks related to the maintenance of international peace and security, both direct field missions and, in this context, deal with Member States and prepare reports to the Security Council. However, each department discharges these responsibilities in its own, distinct sphere of responsibility: preventive diplomacy, peacemaking and peace-building in the case of the Department of Political Affairs; peacekeeping in the case of the Department of Peacekeeping Operations. In addition, the Department of Political Affairs supports the Secretary-General in his relations with Member States, which is a significant part of its activities. Its assignment is the broader of the two.

29. The establishment of a peacekeeping operation is usually preceded by, sometimes lengthy, negotiations. During the negotiating phase, the Department of Political Affairs has the lead, involving the Department of Peacekeeping Operations, as appropriate, on matters on which the latter has expertise or which might affect an eventual operation. Once a peacekeeping operation is authorized by the Security Council or concrete planning for the operation begins, the lead shifts to the Department of Peacekeeping Operations.

30. In some cases, the Department of Political Affairs retained responsibility for negotiations towards an overall settlement after a peacekeeping operation was established (Cyprus, Georgia, Tajikistan from 1994 to 1997). The Department also has been responsible for the special international conferences convened to promote political support for the peace processes in Liberia and Sierra Leone. In these cases, the collaboration between the two departments is particularly close, characterized by daily contacts at the working level. The same is true in the case of Haiti, where the Department of Peacekeeping Operations is responsible for MIPONUH and the Department of Political Affairs for MICIVIH.

31. The maintenance of international peace and security entails a broad range of activities, involving a number of entities of the United Nations system. These activities must complement each other and must be mutually reinforcing, especially when dealing with internal conflicts. Therefore, a practical approach to the organizational division of labour requires a measure of flexibility in order to make the best use of the limited resources available. The departments and organizations involved do their best to achieve this, as they carry out their respective assignments.

Roles and responsibilities of the Department of Peacekeeping Operations and the Department of Management in the provision of administrative support to peacekeeping operations

32. It is recalled that in the report on the estimates for the current period, it was indicated that a review of the complementarity between the Field Administration and Logistics Division of the Department of Peacekeeping Operations and the Peacekeeping Financing Division of the Office of Programme Planning, Budget and Accounts would be undertaken. This review was subsequently extended to cover also human resources management and support services. The result of this review is reflected in these estimates and together with current trends in peacekeeping has made it possible to identify 8 posts from the Department of Management that can be redeployed for the functions which the Advisory Committee on Administrative and Budgetary Questions had recognized were needed and which the Committee had recommended to be met through redeployment. The posts identified are 2 P-3 posts in the Peacekeeping Financing Division, 4 P-3 posts in the Procurement Division, 1 P-4 and 1 P-3 post in the Office for Human Resources Management.

33. In addition, 8 posts within the Department of Peacekeeping Operations have also been identified for redeployment: 1 P-2 post from the Executive Office; and 1 P-3, 1 P-2, 1 Principal level and 4 General Service level posts in the Field Administration and Logistics Division. These 16 posts, with minor adjustments in grade, are proposed for redeployment in the Department of Peacekeeping Operations as recommended by the Advisory Committee in its report A/53/418 as follows:

	Professional category and above	*General Service and related categories*
Finance Management and Support Service	--	3
Logistics and Communications Service	10	3

34. The level of the resources required and proposed for the next period has been assessed, taking into consideration the developments described in the preceding paragraphs.

III. Action to be taken by the General Assembly at its fifty-third session

35. The action to be taken by the General Assembly at its resumed fifty-third session is as follows:

(a) Approval of the support account estimate amounting to $36,065,600 for the period from 1 July 1999 to 30 June 2000;

(b) Application of the unencumbered balance of $3,865,800 from the period from 1 July 1997 to 30 June 1998 to the resources required for the period from 1 July 1999 to 30 June 2000;

(c) Proration of the balance of $32,199,800 among the individual active peacekeeping operation budgets to meet the requirements of the support account for the period from 1 July 1999 to 30 June 2000.

IV. Resource requirements in support of peacekeeping operations for the period from 1 July 1999 to 30 June 2000

Table 2
Overall requirements
(Thousands of United States dollars)

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	25 702.6	30 885.2	32 617.0
Consultants	32.1	39.0	39.0
General temporary assistance	157.4	562.0	282.5
Overtime	169.0	152.0	142.0
Travel	101.1	115.6	140.0
Training	385.7	400.0	337.5
Electronic data-processing equipment	400.6	260.5	216.4
Other	1 612.2	1 985.7	2 291.2
Total	**28 560.7**	**34 400.0**	**36 065.6**

Table 3
Overall staffing

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	3	3	–	–	–	–	3	3
Assistant Secretary-General	2	2	–	–	–	–	2	2
D-2	16	16	2	2	–	–	18	18
D-1	23	23	9	9	1	1	33	33
P-5	45	45	27	28	7	7	79	80
P-4	65	65	96	101	17	17	178	182
P-3	56	56	76	76	15	15	147	148
P-2/P-1	36	36	7	6	7	7	50	50
Subtotal	**246**	**246**	**217**	**222**	**47**	**47**	**510**	**516**
General Service and related categories								
Principal level	42	42	8	10	14	14	64	64
Other levels	331	331	175	174	79	79	585	585
Trades and Crafts	22	22	–	–	4	4	26	26
Subtotal	**395**	**395**	**183**	**184**	**97**	**97**	**675**	**675**
Total	**641**	**641**	**400**	**406**	**144**	**144**	**1 185**	**1 191**

A. Department of Peacekeeping Operations

36. As mentioned earlier, the Department of Peacekeeping Operations is responsible for the implementation of the work programme under this section. The Department acts as the operational arm of the Secretary-General for United Nations peacekeeping operations and has primary responsibility for managing, directing and supporting all mandated peacekeeping operations and for providing administrative and logistics support to good offices, preventive diplomacy, peacemaking and humanitarian missions, as required.

37. The direction of current peacekeeping operations involves interaction between the different offices and divisions within the Department and the United Nations system, as well as with external partners. First, the Office of Operations provides day-to-day executive direction, including substantive guidance to the field, coordinating and integrating inputs from other offices within the Department as well as from other departments, agencies and programmes, in order to promote the implementation of the mandates and political objectives set by the Security Council. Crucial in this regard are the day-to-day discussions between the Office of Operations, the Office of Logistics, Management and Mine Action and the Military and Civilian Police Division, to ensure that all operational concerns are addressed in a systematic manner. Depending on the nature of the operation concerned, this circle is often widened and may include Department of Political Affairs, the United Nations Office for the Coordination of Humanitarian Assistance, the Office of Legal Affairs, the United Nations Security Coordinator, the United Nations High Commissioner for Human Rights, UNHCR, UNDP, the World Food Programme, the International Bank for Reconstruction and Development, the International Monetary Fund and others. In several cases, interdepartmental task forces, chaired by members of the Office of Operations, have been established to effect policy coordination of multidimensional peacekeeping operations. The Department also provides overall coordination in the area of mine action among the United Nations agencies and departments and non-governmental organizations.

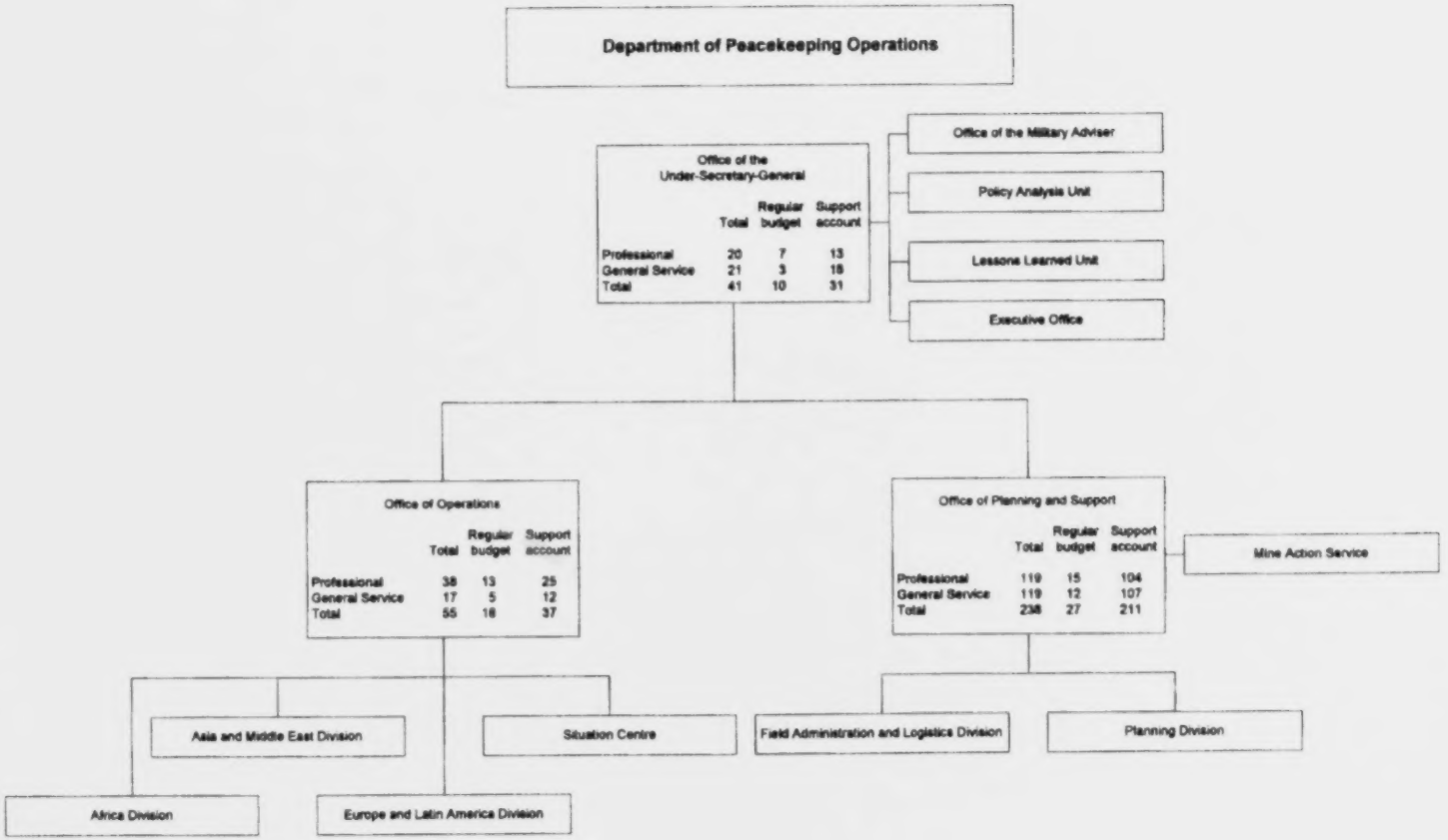
38. Currently, the Department is responsible for 14 peacekeeping operations. Those that operate in volatile conditions involve a large number of parties, or are multidisciplinary operations nevertheless require guidance, oversight and logistics support. Others, that are more stable, enjoy rather reliable cooperation from the parties and function in a safer environment, but nevertheless require guidance, oversight and logistics support.

39. For most of the activities discharged by the Department, the number of peacekeeping operations being planned or conducted, rather than the number of personnel deployed, determines the extent of work required. For example, the amount of time which the staff of the Department devote to persuading parties to honour their commitments does not correlate with the size of the operation, nor do the number of meetings with and reports to the Security Council and troop-contributing countries. Crises such as the forcible detention of United Nations personnel, which require intensive guidance to the field (in cooperation with the United Nations Security Coordinator) and simultaneous efforts to keep the Security Council and personnel contributors concurrently informed, have occurred more frequently in recent times in small operations rather than in large ones.

40. Likewise, the resources necessary to prepare documents and obtain agreements, for example on status of forces, does not change according to the number of military personnel. Procurement contracts for smaller purchases are not proportionately easier to draft. Similarly, there is a trend away from large operations predominantly comprised of infantry battalions (which have a certain "built-in" logistical capacity), towards smaller operations having a greater proportion of specialized units, military observers and civilian components, including police. The consequence is that today's missions require greater "per capita"

administrative, personnel management and logistical support from Headquarters than when the number of persons deployed was at its peak. This is accentuated by the fact that the large operations in the former Yugoslavia included a number of contingents that were transported by their own means and came to the field with advanced logistical capabilities. Today, the United Nations is relying on a greater proportion of countries without such capabilities. This, in some instances, requires the Secretariat to assume more responsibilities, so as to assist the countries concerned to make up for their equipment and logistical shortfalls.

Structure of the Department of Peacekeeping Operations: 1 July 1998 to 30 June 1999



Structure of the Department of Peacekeeping Operations: 1 July 1999 to 30 June 2000

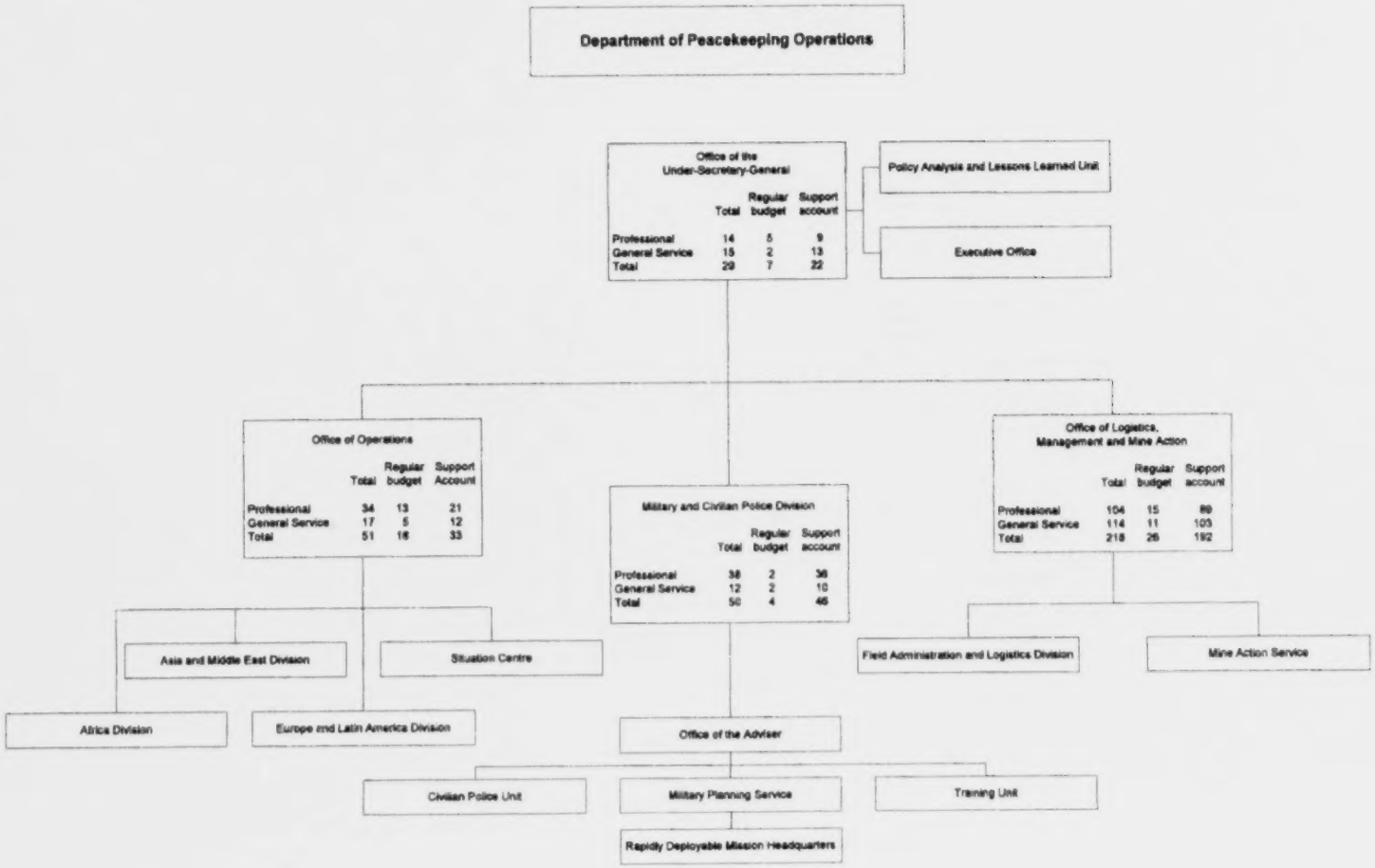

Department of Peacekeeping Operations
Office of the Under-Secretary-General
Total Regular budget Support account
Professional 14 5 9
General Service 15 2 13
Total 29 7 22
Policy Analysis and Lessons Learned Unit
Executive Office
Office of Operations
Total Regular budget Support Account
Professional 34 13 21
General Service 17 5 12
Total 51 18 33
Military and Civilian Police Division
Total Regular budget Support account
Professional 38 2 36
General Service 12 2 10
Total 50 4 46
Office of Logistics, Management and Mine Action
Total Regular budget Support account
Professional 104 15 89
General Service 114 11 103
Total 218 26 192
Asia and Middle East Division
Situation Centre
Africa Division
Europe and Latin America Division
Field Administration and Logistics Division
Mine Action Service
Office of the Adviser
Civilian Police Unit
Military Planning Service
Training Unit
Rapidly Deployable Mission Headquarters

Table 4
Overall requirements
(Thousands of United States dollars)

	Expenditures July 1997–June 1998	*Approved July 1998–June 1999*	*Proposed July 1999–June 2000*
Posts	16 060.2	20 133.9	22 937.8
Consultants	32.1	39.0	39.0
General temporary assistance	100.1	100.0	100.0
Overtime	105.6	120.0	120.0
Travel	79.8	80.0	100.0
Training	385.7	400.0	337.5
Data-processing equipment	400.6	689.3	205.5
Other	7.7	260.5	665.3
Total	**17 171.8**	**21 822.7**	**24 505.1**

Table 5
Overall staffing for Department of Peacekeeping Operations

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998/99	*1999/00*	*1998/99*	*1999/00*	*1998/99*	*1999/00*	*1998/99*	*1999/00*
Professional category and above								
Under-Secretary-General	1	1	–	–	–	–	1	1
Assistant Secretary-General	2	2	–	–	–	–	2	2
D-2	4	4	–	–	–	–	4	4
D-1	5	5	8	8	–	–	13	13
P-5	5	5	18	19	–	–	23	24
P-4	7	7	60	66	–	–	67	73
P-3	4	4	51	58	–	–	55	62
P-2/P-1	7	7	5	4	–	–	12	11
Subtotal	**35**	**35**	**142**	**155**	**–**	**–**	**177**	**190**
General Service category								
Principal level	–	–	7	9	–	–	7	9
Other levels	20	20	130	129	–	–	150	149
Subtotal	**20**	**20**	**137**	**138**	**–**	**–**	**157**	**158**
Total	**55**	**55**	**279**	**293**	**–**	**–**	**334**	**348**

1. Office of the Under-Secretary-General

Table 6
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	1	1	–	–	–	–	1	1
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	1	1	2	1	–	–	3	2
P-5	1	1	2	2	–	–	3	3
P-4	1	1	4	3	–	–	5	4
P-3	–	–	3	2	–	–	3	2
P-2/P-1	2	2	2	1	–	–	4	3
Subtotal	**7**	**7**	**13**	**9**	**–**	**–**	**20**	**16**
General Service category								
Principal level	–	–	2	2	–	–	2	2
Other levels	3	3	16	11	–	–	19	14
Subtotal	**3**	**3**	**18**	**13**	**–**	**–**	**21**	**16**
Total	**10**	**10**	**31**	**22**	**–**	**–**	**41**	**32**

Functions

41. The Office of the Under-Secretary-General directs and controls United Nations peacekeeping operations on behalf of the Secretary-General and formulates policies for peacekeeping operations and operational guidelines based on Security Council mandates. The Office maintains open communications with Member States on all facets of peacekeeping. In addition, it maintains liaison with the office of the Spokesman for the Secretary-General and the Department of Public Information and maintains extensive contacts with the media. In order to promote understanding of United Nations peacekeeping, staff attend seminars and conferences organized by Governments, intergovernmental organizations and academic institutions. The Office comprises the immediate Office of the Under-Secretary-General, the Policy and Analysis and Lessons Learned Unit and the Executive Office.

42. The Policy and Analysis and Lessons Learned Unit provides in-depth research and analysis of emerging policy questions and coordinates with other organizational units in the Department and the United Nations system in the formulation of peacekeeping policies, doctrines and procedures; provides substantive and secretariat services to the Special Committee on Peacekeeping Operations and various other ad hoc intergovernmental committees on issues relating to peacekeeping; studies and analyses ongoing and terminated peacekeeping missions in order to extract lessons to improve the planning, conduct, management and support of current and future operations; and establishes and manages the institutional memory on peacekeeping issues for the Organization.

43. The Executive Office provides a full range of financial, personnel and administrative support services to the Department, including responsibility for financial management and performance reporting.

44. During the current period, the Executive Office is heavily burdened with work relating to the phasing out of gratis personnel and the placement and promotion of candidates to fill the additional support account posts approved for the period 1 July 1998 to 30 June 1999.

Workload statistics: Executive Office

	1997 98	*1998 99 (projected)*
Placement and promotion cases	25	157
Personnel actions	1 672	2 157
Travel authorizations	327	332

Resources

45. For the current period, the Office of the Under-Secretary-General has 31 posts funded from the support account, as shown in table 6 above, broken down as follows:

	Professional category and above	*General Service and related categories*
Office of the Under-Secretary-General	3	6
Military adviser	3	5
Policy and Analysis and Lessons Learned Unit	3	1
Executive Office	4	6

46. For the period from 1 July 1999 to 30 June 2000, with the creation of Military and Civilian Police Division, the 8 posts of the Office of the Military Adviser (1 D-1, 1 P-4, 1 P-3 and 5 General Service level posts) are to be redeployed to the new Division. Furthermore, in anticipation of a reduction in workload as a result of a projected decrease in the number of recruitment and placement cases to be processed during the same period, it is proposed that 1 P-2 post in the Executive Office be abolished.

2. Office of Operations

Table 7
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	1	1	–	–	–	–	1	1
D-2	2	2	–	–	–	–	2	2
D-1	3	3	2	2	–	–	5	5
P-5	2	2	3	3	–	–	5	5
P-4*	3	3	9	5	–	–	12	8
P-3	2	2	11	11	–	–	13	13
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	**13**	**13**	**25**	**21**	**–**	**–**	**38**	**34**
General Service category								
Principal level	–	–	–	–	–	–	–	–
Other levels	5	5	12	12	–	–	17	17
Subtotal	**5**	**5**	**12**	**12**	**–**	**–**	**17**	**17**
Total	**18**	**18**	**37**	**33**	**–**	**–**	**55**	**51**

Functions

47. The Office of Operations provides executive direction for the implementation of Security Council mandates that establish peacekeeping operations and/or direct the Secretary-General to plan them. Its functions include the coordination and integration of inputs from other departments, agencies and programmes. It supports the operations vis-à-vis the parties to the conflict and other interested parties, the members of the Security Council and the contributors. It is also responsible for the Secretary-General's reporting obligations on peacekeeping operations to the Security Council. The overall role of the Office of Operations is to act as a dynamic factor in devising, promoting agreement on and implementing solutions to the problems that arise in its area of responsibility. The ease or difficulty in fulfilling this responsibility depends on a number of factors, including the nature of an operation's mandate, the willingness of the parties to peacefully resolve their dispute and cooperate with the United Nations in carrying out Security Council mandates and the willingness of other parties (regional organizations, interested Member States, etc.) to play their role through the provision of political support, manpower, logistics and the financial resources necessary for the implementation of the peace process.

48. The Office of Operations leads the planning process by providing the overall framework, developing options for courses of action, leading reconnaissance missions to the field and coordinating and integrating inputs from within the Department and from other entities (e.g. military, police, humanitarian, electoral, human rights and other aspects including logistics, support and staffing requirements) into a comprehensive plan for approval by the Security Council. The Office of Operations also supports the work of the

International Commission of Inquiry in Rwanda, and compiles information for the International Tribunal for the Former Yugoslavia.

49. The Office is led by an Assistant Secretary-General and consists of three divisions (Africa Division, Asia and Middle East Division, Europe and Latin America Division, each responsible for a number of peacekeeping operations) and the Situation Centre.

50. The Situation Centre is responsible for maintaining round-the-clock communications with the field and collating and disseminating timely and relevant information, including maintaining statistics on peacekeeping operations and visual briefing facilities, and the provision of crisis management facilities. The Situation Centre is headed by a Chief, who oversees the work of the Duty Room, and an automation support team. The Situation Centre mainly supports the work of the Office of Operations, but its Duty Room also provides services to other units of the Department, as well as to the Executive Office of the Secretary-General, the Department of Political Affairs, the Office for the Coordination of Humanitarian Affairs and the United Nations Security Coordinator.

Workload statistics

Scope of operations supported by Office of Operations	*1994*	*1995*	*1996*	*1997*	*1998*
Number of ongoing missions at year end	16	16	16	15	16
Number of countries contributing troops, the military observers and civilian police	77	76	69	71	77
Number of new missions established that year	2	4	3	4	3
Number of missions closed	3	4	3	5	2
Number of missions planned	3	6	5	5	5
Number of changes to mission mandate (expansion/reduction)	3	2	1	1	1
Number of international commissions of inquiry	2	3	3	3	3
Parties to the conflict	66	51	43	38	55

Quantifiable workload indicators	*1994*	*1995*	*1996*	*1997*	*1998*
Reports of the Secretary-General to the Security Council	79	79	65	59	70
Letters from the Secretary-General to the President of the Security Council	68	58	47	71	55
Background notes for the Security Council, Secretary-General and other senior officials	–	–	1 070	1 180	1 316
Weekly updates on all peacekeeping operations to the Security Council	–	–	48	48	52
Representation at meetings of the Security Council	–	–	–	79	92
Troop contributors meetings chaired by Security Council	–	–	19	32	27
Troop contributors meetings chaired by the Department	–	–	38	42	52
Number of task forces/working groups chaired by the Department	–	–	33	48	41
Number of task forces/working groups in which the Department participated	–	–	97	106	105
Cable traffic — outgoing (estimate based on monthly average)	–	–	–	3 600	3 324

Situation Centre activity	*1994*	*1995*	*1996*	*1997*	*1998*
Calls received: 24 hour point of contact for peacekeeping operations (approx.)	20 000	20 000	25 000	50 000	70 000
Daily situation report on peacekeeping operations	252	252	252	252	252
Daily executive summaries	–	–	252	252	252
Reports on specific subjects	–	–	–	15	30
Notations of casualties to Member States	286	636	202	325	102
Briefings at meetings of crisis action teams	–	–	10	21	35
Communications with senior officers	–	–	5	80	100
Presentations to visitors to Situation Centre (approx.)	–	–	1 200	1 500	2 000
Investigations and research reports	–	–	208	316	316

Resources

51. For the current period, the Office of Operations has 37 posts funded from the support account as indicated in table 7 and broken down as follows:

	Professional category and above	*General Service and related categories*
Office of the Assistant Secretary-General		1
Africa Division	4	2
Asia and Middle East Division	4	3
Europe and Latin America Division	2	3
Situation Centre	15	3

52. With the consolidation of all military personnel in the Military and Civilian Police Division, 4 P-4 posts will be reassigned from the three regional divisions within the Office of Operations to the Office of the Military Adviser in the Military and Civilian Police Division.

3. Office of Logistics, Management and Mine Action

Table 8
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998-99	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	0	0
Assistant Secretary-General	1	1	–	–	–	–	1	1
D-2	1	1	–	–	–	–	1	1
D-1	1	1	4	3	–	–	5	4
P-5	2	2	13	10	–	–	15	12
P-4	3	3	47	32	–	–	50	35
P-3	2	2	37	41	–	–	39	43
P-2/P-1	5	5	3	3	–	–	8	8
Subtotal	**15**	**15**	**104**	**89**	**–**	**–**	**119**	**104**
General Service category								
Principal level	–	–	5	7	–	–	5	7
Other levels	12	12	102	96	–	–	114	108
Subtotal	**12**	**12**	**107**	**103**	**–**	**–**	**119**	**115**
Total	**27**	**27**	**211**	**192**	**–**	**–**	**238**	**219**

Functions

53. The Office of Logistics, Management and Mine Action provides executive direction and overall coordination of all logistics and administration activities for field missions, including staffing, administration, finance and procurement. It ensures the development and implementation of policies and procedures concerning support of peacekeeping operations and field missions. The Office liaises and conducts negotiations with Member States and other organizations regarding contributions to peacekeeping operations. It ensures policy development and the promulgation of the administrative, material management and financial policies and regulations of the field operations within the context of the United Nations financial and personnel regulations and administrative procedures. One special priority is the rationalization of the procurement and material management activities, in consultation with the Controller and the Assistant Secretary-General for Central Support Services, through granting adequate delegation of authority to field operations in these areas, as well as their monitoring and periodical reassessment.

54. In the area of mine action, the Office provides overall coordination of the activities of United Nations agencies and departments. The Office also consults with the International Committee of the Red Cross donors and non-governmental organizations. More specifically, it ensures coordination in all its aspects from country assessment missions, to humanitarian mine-clearance, to advocacy, to use of technology. Its long-term planning includes the policy definition of a global strategy in the area of mine action. It also participates in the deliberations of the Mine Action Support Group.

55. The Office of Logistics, Management and Mine Action provides the necessary guidance on all matters pertaining to preparedness and training activities concerning military and civilian police components.

56. The Office is led by an Assistant Secretary-General and consists of the Field Administration and Logistics Division and the United Nations Mine Action Service.

57. United Nations Mine Action Service consists of four complementary core components:

(a) Mine awareness and risk reduction education;

(b) Minefield survey, mapping, marking and clearance;

(c) Assistance to victims, including rehabilitation and reintegration;

(d) Advocacy to stigmatize the use of landmines.

58. In implementing these core components, the primary tasks of the Service are:

(a) To develop strategy for mine action;

(b) To provide policy guidelines for humanitarian mine action;

(c) To represent the United Nations at key international fora;

(d) To manage and maintain the Voluntary Trust Fund for Mine Action;

(e) To coordinate resource mobilization;

(f) To coordinate all mine-related activities within the United Nations system and between the United Nations system and other partners;

(g) To establish priorities for assessment missions and surveys;

(h) To act as a central repository for mine-related information;

(i) To establish a central database for mine action;

(j) To coordinate and manage support to mine action programmes;

(k) To develop and revise operational standards and procedures where appropriate;

(l) To evaluate and monitor country programmes.

59. The Operations Unit of the Mine Action Service is responsible for the coordination, preparation and implementation of mine clearance programmes in cooperation with other United Nations agencies. It coordinates in-country assessment missions and national surveys and oversees the budget for field programmes. It also is responsible for mine action activities as part of peacekeeping missions, including reconnaissance, survey and deployment; monitoring the progress of clearance programmes to ensure adequate progress and the implementation of mine action plans. It further oversees the development of mine action-related training needs analysis and provides assistance to United Nations training staff and programme managers in the field. All logistical-related issues within the Service, including planning and the selection of mine clearance equipment, is the responsibility of the Operations Unit.

60. The Policy Unit of the Mine Action Service is responsible for developing United Nations system-wide policy on all mine action and mine-related issues, including awareness and advocacy, as well as the monitoring of its implementation and reassessment of the policy. This includes formulating comprehensive strategies and recommendation to the Steering Committee and the Inter-Agency Coordinating Group; identifying policy issues and recommendations for the Department of Peacekeeping Operations; consulting and negotiating with United Nations agencies, departments, Member States and intergovernmental bodies in the context of formulating new and revising existing polices

and providing effective coordination in the area of mine action. The Policy Unit is also responsible for the preparation of the report of the Secretary-General to the General Assembly on mine action. The Unit is further responsible for the coordination, support and planning of new programmes to provide assistance to mine affected countries; the identification of priority activities and funding for activities; overseeing the management of the landmines database, including methods of collection. The Unit is also responsible for providing assistance with various consultative bodies, including the General Assembly and the Economic and Social Council, to ensure that the landmines issue is adequately reflected in all discussions and resolutions. The Policy Unit is also responsible for the mobilization of resources, the identification of problems and the recommendation of policy for management of the Voluntary Trust Fund for Mine Action and the maintenance of regular contact with the donor Governments to mobilize support for mine action. The Unit is also responsible for the dissemination of public information and the development and maintenance of public affairs strategies and activities.

61. The Office of the Director of Field Administration and Logistics Division provides overall management, orientation and coordination of the work of the Division. It initiates reviews by the services concerned of the regulatory framework, including policies, processes and procedures; reviews and approves various initiatives to enhance the capacity and preparedness of the Division to mount field operations and manage them efficiently; liaises with the other departments and offices in the Secretariat in connection with the operations under their purview; liaises with other entities outside the Department of Peacekeeping Operations, as well as with Member States and legislative bodies and participation in intergovernmental meetings. The Office manages the resources of the Division, ensures that accountability and internal control measures are in place and establishes and reviews requirements for programme monitoring and evaluation. It coordinates and integrates activities of the Division's organizational units on inter-service issues and issues of concern for all peacekeeping operations.

62. The Finance Management and Support Service provides financial management and support services to peacekeeping, peacemaking and preventive diplomacy operations and trust funds related to peacekeeping and peacemaking activities from start-up through closure. The Service coordinates, prepares and submits to the Controller proposals for resource requirements of new and expanding field missions for review, finalization and submission to legislative organs. The Service provides support to substantive departments and field missions to ensure effective resource management and control and provides day-to-day guidance on the application of Financial Regulations and Rules of the United Nations. The Service reviews, verifies and certifies claims from Governments for supplies and services, death and disability and contingent-owned equipment. The Service initiates revisions to financial policy instruments in the light of experience gained in the field and in response to observations of the Advisory Committee on Administrative and Budgetary Questions and decisions of the General Assembly and coordinates the implementation of the new methodology and procedures. The Service is responsible for the financial liquidation of missions as it pertains to the financial aspects of the disposal of equipment, supplies and other assets and the settlement of claims. The Service is the focal point for audits and internal control matters relating to all missions and the Field Administration and Logistics Division.

63. The Logistics and Communications Service provides the multifaceted interface between plans, mandates and budgets on the one hand, and the practicalities of mounting, sustaining, communicating with and liquidating actual peacekeeping missions on the other. The Service develops and maintains the Department's logistics readiness measures to support new or expanding field missions, including the mission start-up kits and the Field

Administration and Logistics Division Reserve, held at the United Nations Logistics Base, at Brindisi, Italy. It develops plans for logistics support for new or expanding field missions. The Service participates in technical survey missions, specifying equipment, supplies and services and assisting in determining financial implications for such missions. It also provides logistics advice on the contingent-owned and self-sustainment proposals of troop contributors for new and existing missions. The Service determines the need for construction projects and assesses requirements for renovation and development of military and civilian living and working accommodations, water supply, sanitation and electricity generation in field missions. It assesses mission communications, electronic data-processing, surface transport and air transport requirements, including transport of troops and equipment to and from missions by air and sea and is responsible for the design, implementation and maintenance of the Department's computerized global material database, the Field Assets Control System. The Service is also responsible for the processing of asset write-off cases referred to the Headquarters Property Survey Board and manages the disposition of United Nations-owned equipment when field missions are liquidated.

64. The Personnel Management and Support Service is responsible for anticipating, identifying and meeting the civilian personnel requirements of field missions and ensuring their efficient deployment, management, administration and separation. The Service plays an active role in the full lifespan of a mission, from planning through implementation and liquidation.

Workload statistics (1994–1998)

Scope of operations supported by the Field Administration and Logistics Division	*1994*	*1995*	*1996*	*1997*	*1998*
Number of field operations*	28	25	28	28	31
Peak number of deployed troops	73 200	63 300	18 600	21 100	20 500
Peak number of military observers	2 150	2 180	2 000	1 800	1 200
Peak number of civilian police monitors	1 950	2 400	3 300	3 000	3 300
Peak number of civilian staff	9 600	8 400	4 100	6 300	6 400
Total budget of field missions supported by the Field Administration and Logistics Division (in millions of US$)	3 317.6	3 232.6	1 494.8	1 258.1	1 013.3
Number of missions planned (both activated and not activated)	3	6	5	6	6
Number of missions in liquidation (in situ)	3	2	3	2	2
Number of missions in liquidation (at Headquarters)	3	4	4	5	7

* Follow-on missions in the same country established in one calendar year have not been double counted (e.g., UNAVEM II and UNAVEM III, UNMIH/UNTMIH/UNSMIH/MIPONUH). However, it should be stressed that closure of one mission and creation of another carries a considerable workload often commensurate with the operation of two separate missions.

Resources

65. For the current period, the Office of Logistics, Management and Mine Action has 211 posts funded from the support as indicated in table 8 and broken down as follows:

	Professional category and above	*General Service and related categories*
Office of the Assistant Secretary-General	–	2
Mine Action Service	2	1
Field Administration and Logistics Division	79	99
Planning Division	23	5

66. Of the 211 posts within the Office, the Field Administration and Logistics Division had 178 posts funded from the support account during the period from 1 July 1998 through 30 June 1999, broken down as follows:

	Professional category and above	*General Service and related categories*
Office of the Director	1	3
Logistics and Communications Service	41	39
Finance Management and Support Service	24	18
Personnel Management and Support Service	13	39

67. As described in section II above, it is proposed that the functions and resources of the Planning Division be absorbed into a separate new entity, the Military and Civilian Police Division. Concurrent with the establishment of the new Division is the reassignment of 28 posts from the Office of Logistics, Management and Mine Action to the Military and Civilian Police Division.

68. As referred to in paragraphs 32 and 33 above, the 16 identified posts will be redeployed as follows:

	Posts
Electronics Services Section	1 P-4, 2 P-3
Assets Management	1 P-3, 3 GS (Other level)
Supply Section	1 P-4, 1 P-2
Logistics Operation Section	2 P-3
Transport Section	2 P-3
Finance Support Section	2 GS (Principal level)
Contingent-owned Equipment Claims Unit	1 GS (Principal level)

4. Military and Civilian Police Division

Table 9
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	1	–	–	–	–	–	1
D-1	–	–	–	2	–	–	–	2
P-5	–	1	–	4	–	–	–	5
P-4	–	–	–	26	–	–	–	26
P-3	–	–	–	4	–	–	–	4
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	**–**	**2**	**–**	**36**	**–**	**–**	**–**	**38**
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	–	2	–	10	–	–	–	12
Subtotal	**–**	**2**	**–**	**10**	**–**	**–**	**–**	**12**
Total	**–**	**4**	**–**	**46**	**–**	**–**	**–**	**50**

69. As was described earlier in the report, the Military and Civilian Police Division represents a reorganization by the Department of Peacekeeping Operations aimed at consolidating military functions in one organizational unit.

70. The Military and Civilian Police Division provides advice on all military and civilian police matters, as and when required. Functions would include preparing operational plans for the military and/or civilian police components of the missions, including contingency plans for potential, ongoing or closing peacekeeping missions, development of procedures and methods to be applied to concrete situations, tracking the daily operations of the military and civilian police components of the ongoing field missions, providing advice to the force headquarters, administration of rotations, replacements and repatriations of military and civilian police personnel deployed in the mission areas, maintaining the United Nations stand-by arrangements system, promoting and assisting the coordination of peacekeeping training activities of Member States, provision of support (practical and conceptual) to training in order to enhance the readiness of Member States and provide an immediate capacity to newly established missions with which to begin the mandate's implementation by employing a rapidly deployable mission headquarters.

71. The Military and Civilian Police Division will be headed by the Military Adviser and will consist of the Office of the Military Adviser, the Military Planning Service (including the Rapidly Deployable Mission Headquarters), the Civilian Police Unit and the Training Unit.

Resources

72. The current staff resources of the Military and Civilian Police Division total 40 posts (2 D-1, 3 P-5, 22 P-4, 3 P-3 and 10 General Service level posts). The staff requirements of the Division reflect the reassignment of posts (and functions) from:

(a) Office of the Military Adviser (1 D-1, 5 P-4, 1 P-3 and 5 General Service level posts);

(b) Former Mission Planning Service (1 P-5, 12 P-4 and 2 General Service level posts);

(c) Civilian Police Unit (1 D-1, 1 P-5, 3 P-4, 1 P-3 and 1 General Service level post); and

(d) Training Unit (1 P-5, 2 P-4, 1 P-3 and 2 General Service level posts).

73. With regard to the Rapidly Deployable Mission Headquarters (RDMHQ), it will be recalled that 8 posts had been requested and the General Assembly had approved 2. The Advisory Committee had recommended that 6 posts be met through redeployment. No other posts beyond those referred to in paragraphs 32 and 33 could be identified for redeployment. Therefore, the establishment of an additional 6 Professional posts is proposed as follows: 1 P-5 post (Chief), 4 P-4 posts (Information Officer, Operations Officer, Logistics Officer and Engineering Officer) and 1 P-3 post (Operations Officer).

74. For the period from 1 July 1999 to 30 June 2000, the Military and Civilian Police Division would have a total complement of 46 support account posts, broken down as follows:

	Professional category and above	*General Service and related categories*
Office of the Military Adviser	7	5
Military Planning Service:	11	2
Rapidly Deployable Missions Headquarters	8	–
Civilian Police Unit	6	1
Training Unit	4	2

5. Department of Peacekeeping Operations: non-post resources

75. **General temporary assistance**. A provision of $100,000 is proposed to provide the Department with temporary replacement of staff on maternity leave or extended sick leave and to meet peak workload demands.

76. **Overtime**. An amount of $120,000 is proposed to cover the costs of overtime, at maintenance level, which continues to be necessary to allow the Department to meet deadlines inherent to the nature of the work at Headquarters pertaining to backstopping of peacekeeping operations.

77. **Travel on official business**. A provision of $100,000 is proposed for the travel of staff from the Department:

(a) For members of the Department to accompany the Secretary-General on official visits ($12,000);

(b) For the inspection and assessment of the operating headquarters of the commercial carriers which regularly conduct business with the United Nations, as part of concerted efforts to improve air safety within peacekeeping ($15,000);

(c) For field technical survey/assessment missions to non-mission areas in connection with potential operations ($33,000);

(d) For interviewing and testing potential additional or replacement officers prior to their deployment, in order to ensure that suitably qualified police officers are deployed to the field. This selection assistance procedure has obviated the need for expenditures on initial and repatriation travel costs for unqualified officers ($20,000);

(e) For staff to attend seminars and conferences, to visit troop-contributing countries and to visit non-mission areas for general logistical requirements ($20,000).

78. **Training**. It is estimated that an amount of $337,500 would be required. Planned activities are as follows:

Description	*Amount (in US$)*	
Eighth United Nations peacekeeping training assistance team seminars in South America		96 000
Eighth United Nations training courses for military and civilian police National Trainers on peacekeeping, human rights and humanitarian assistance organized by the Department of Peacekeeping Operations and the United Nations Staff College at the International Training Centre of the ILO		74 000
United Nations Peacekeeping Training Assistance Team		
Assistance to national and regional training	66 000	
Assistance to multilateral and multidimensional exercises	26 500	92 500
Printing and translation of United Nations peacekeeping training publications		75 000
Total		**337 500**

79. **Rental of premises**. Resource requirements for the Department of Peacekeeping Operations will be centralized under the Department of Management.

80. **Rental of office equipment**. A provision of $89,500 is made for the rental of photocopy machines. The Department currently holds an inventory of 22 photocopy machines, of these it is proposed that rental costs in respect of 9 existing photocopy machines at a unit cost of $8,000 per year ($72,000) is provided for. An additional amount of $17,500 will be required for paper in respect of 9 photocopying machines based on an average monthly cost of $162 per copier.

81. **Communications**. An amount of $270,400 is proposed for communications links including those (telephone, telefax and cable charges) between the Department and the field missions. The estimate is based on the standard rate of $1,300 per person per year for 208 persons. While it is proposed that the Department be provided with 293 posts funded from the support account, general operating expenses are based on the reduced figure of 208 posts. As in past practice, operating resource requirements for the remaining 85 support account posts are included within the respective provisions under the regular budget.

82. **Maintenance of office automation equipment**. A global maintenance contract has been negotiated by the Information Technology Services Division for the maintenance of the Department's desktop computers and servers. The Department is required to make provision of $208,000 based on a cost of $1,000 per desktop, which included the associated servers and networks, for 208 computers. In addition, provision is made for $41,600 in order to upgrade desktop software based on unit costs of $200 per computer.

83. **Supplies and materials**. Estimated requirements of $20,800 under this heading relate to office supplies based on the standard rate of $100 per person per annum for 208 staff. Recurring provision for subscriptions (major daily newspapers, weekly magazines and quarterly journals) and one-time costs for the acquisition of technical handbooks have been sought from the regular budget.

84. **Office furniture and equipment**. An amount of $35,000 is proposed under this heading. In light of the frequency with which the Directors of regional divisions are in contact with the special representatives of the Secretary-General in the field, often on highly sensitive matters, provision is made for the installation of three crypto-phones ($15,000). The furniture, map boards, wiring and other basic items in the Situation Centre's Duty Room, which is manned 24 hours per day, is in need of replacement at an estimated cost of $20,000.

85. **Electronic data-processing equipment**. It is estimated that none of the desktop computers require upgrading, other than software, at the present time. The Department's replacement programme should be effective from July 2000. The total estimated requirement of $205,500 relates to equipment which is not covered by the replacement programme, comprising 16 additional notebook computers ($40,000), three replacement servers ($90,000) 13 additional scanners (owing to the increased use of document imaging as a means of storing documents) ($45,500) and network management software ($30,000).

B. Department of Management

Table 10
Overall requirements
(Thousands of United States dollars)

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	8 164.6	8 831.1	7 552.3
Consultants	–	–	–
General temporary assistance	57.3	462.0	182.5
Overtime	56.4	32.0	17.0
Travel	21.3	20.0	20.0
Training	–	–	–
Electronic data-processing equipment	–	–	–
Other	1 604.5	1 312.0	1 601.0
Total	**9 904.1**	**10 657.1**	**9 372.8**

Table 11
Overall staffing

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	5	5	1	1	–	–	6	6
D-1	9	9	1	1	–	–	10	10
P-5	21	21	6	6	4	4	31	31
P-4	33	33	27	26	8	8	68	67
P-3	30	30	21	14	10	10	61	54
P-2/P-1	18	18	2	2	4	4	24	24
Subtotal	**116**	**116**	**58**	**50**	**26**	**26**	**200**	**192**
General Service and related categories								
Principal level	28	28	1	1	13	13	42	42
Other levels	251	251	43	43	66	66	360	360
Trades and Crafts	22	22	–	–	4	4	26	26
Subtotal	**301**	**301**	**44**	**44**	**83**	**83**	**428**	**428**
Total	**417**	**417**	**102**	**94**	**109**	**109**	**628**	**620**

86. Within the Department of Management, the Contributions Service; the Treasury; the Office of Programme Planning, Budget and Accounts; the Office of Human Resources Management; and the Office for Central Support Services provide backstopping support to peacekeeping and other missions in such areas as finance, accounting, personnel and procurement.

1. Contributions Service

Table 12
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	1	1	–	–	–	–	1	1
P-5	–	–	–	–	1	1	1	1
P-4	–	–	1	1	–	–	1	1
P-3	–	–	–	–	1	1	1	1
P-2/P-1	1	1	–	–	–	–	1	1
Subtotal	**2**	**2**	**1**	**1**	**2**	**2**	**5**	**5**
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	4	4	1	1	–	–	5	5
Subtotal	**4**	**4**	**1**	**1**	–	–	**5**	**5**
Total	**6**	**6**	**2**	**2**	**2**	**2**	**10**	**10**

Functions

87. The Contributions Service is responsible for the calculation of the assessments for each Member State for peacekeeping operations; the calculation of credits to Member States from unencumbered balances under peacekeeping accounts; the issuance of assessment letters; the recording of pledges of voluntary contributions to peacekeeping operations; the receipt of contributions, whether assessed or voluntary, from Governments; the issuance of Cash Receipt Vouchers and the recording of such contributions in the Integrated Management Information System (IMIS) for appropriate accounts; regular reporting on assessed contributions received, including 12 monthly reports on the status of contributions (ST/ADM/SER.B series); 12 monthly lists of outstanding contributions in descending order; 24 bi-monthly summary reports on payments and outstanding contributions for the 15 major contributors; daily reports of assessed contributions received; the preparation of numerous ad hoc reports and responses to requests for information by the General Assembly, Member States, the Executive Office of the Secretary-General and other Secretariat units, as required; the preparation of reminder letters to Member States with outstanding contributions and, at year-end, of letters to those Member States likely to fall under Article 19 of the Charter of the United Nations in the following year; and assistance in the servicing of the Fifth Committee of the General Assembly on questions related to peacekeeping financing.

Workload statistics

Assessments credits issued	*1993*	*1994*	*1995*	*1996*	*1997*	*1998*
Regular budget	1	2	1	2	1	1
Non-member States	–	–	–	–	–	1
Peacekeeping operations	26	44	36	37	50	66*
Other funding	–	–	2	6	5	2
Total	**27**	**46**	**39**	**45**	**56**	**70**

* Includes 17 credits distributed from unencumbered balances.

Breakdown of receipts issued from 1995 through 1998	*1995*	*%*	*1996*	*%*	*1997*	*%*	*1998*	*%*
Regular budget	275	8.8	290	8.7	306	9.4	258	9.0
Peacekeeping operations	2 081	66.3	2 117	63.8	2 128	65.6	1 928	67.4
Other funding	784	–	912	–	812	–	–	–
Total	**3 140**	**75.1**	**3 319**	**72.5**	**3 246**	**75.0**	**2 186**	**76.4**

88. These indicators clearly confirm the continuing high level of activity by the Service in support of peacekeeping operations.

Resources

89. The support account currently provides 1 P-4 and 1 General Service level post for the Contributions Service. Despite the proportion of the workload generated by activities in support of peacekeeping operations, no change is proposed in the number of support account posts currently authorized for this office.

2. Treasury

Table 13
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	1	1	–	–	–	–	1	1
P-5	1	1	–	–	–	–	1	1
P-4	1	1	1	1	1	1	3	3
P-3	–	–	1	1	–	–	1	1
P-2/P-1	–	–	–	–	1	1	1	1
Subtotal	**3**	**3**	**2**	**2**	**2**	**2**	**7**	**7**

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	3	3	2	2	5	5	10	10
Subtotal	**3**	**3**	**2**	**2**	**5**	**5**	**10**	**10**
Total	**6**	**6**	**4**	**4**	**7**	**7**	**17**	**17**

Functions

90. The Treasury is responsible for the establishment, maintenance and closure of bank accounts, including changes in signatory panels; for short term investments of funds; for effecting payments, whether by cheque or wire transfer; for issuance and/or processing of cash receipt vouchers and cash vouchers; and competitive purchase of foreign exchange.

Resources

91. The Treasury has four posts funded under the support account: 1 P-4, 1 P-3 and 2 General Service level posts. No change is proposed.

3. Office of Programme Planning, Budget and Accounts

Table 14
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998-99	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	1	1	–	–	2	2
D-1	2	2	1	1	–	–	3	3
P-5	2	2	4	4	2	2	8	8
P-4	6	6	12	12	6	6	24	24
P-3	8	8	10	8	8	8	26	24
P-2/P-1	6	6	1	1	2	2	9	9
Subtotal	**25**	**25**	**29**	**27**	**18**	**18**	**72**	**70**
General Service and related categories								
Principal level	6	6	1	1	7	7	14	14
Other levels	46	46	20	20	31	31	97	97
Subtotal	**52**	**52**	**21**	**21**	**38**	**38**	**111**	**111**
Total	**77**	**77**	**50**	**48**	**56**	**56**	**183**	**181**

92. The Office of Programme Planning, Budget and Accounts consists of the Office of the Controller and three divisions: the Peacekeeping Financing Division, the Accounts Division and the Programme Planning and Budget Division. The functions of Peacekeeping Financing Division and Accounts Division are described in detail below.

Peacekeeping Financing Division

Table 15
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998-99	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	1	1	–	–	1	1
D-1	–	–	1	1	–	–	1	1
P-5	–	–	3	3	–	–	3	3
P-4	–	–	9	9	–	–	9	9
P-3	–	–	5	3	–	–	5	3
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	**–**	**–**	**19**	**17**	**–**	**–**	**19**	**17**
General Service and related categories								
Principal level	–	–	1	1	–	–	1	1
Other levels	–	–	12	12	–	–	12	12
Subtotal	**–**	**–**	**13**	**13**	**–**	**–**	**13**	**13**
Total	**–**	**–**	**32**	**30**	**–**	**–**	**32**	**30**

Functions

93. The functions carried out by the Peacekeeping Financing Division can be categorized, as follows:

(a) *Budget formulation.* To review and prepare the performance reports and proposed cost estimates for the financing of individual peacekeeping operations, including the disposal of peacekeeping assets; to review and prepare the support account for peacekeeping operations and the United Nations Logistics Base at Brindisi, rates of reimbursement to troop contributing countries and the peacekeeping reserve fund; to review and verify data for the annual updating of the standard cost and standard ratio manual used in the formulation of peacekeeping budgets; and to prepare those sections of the reports of the Secretary-General to the Security Council dealing with financial aspects of the establishment of new peacekeeping operations or extension or major changes in the mandates of existing missions;

(b) *Budgetary control and monitoring.* To issue allotments and staffing tables, to monitor monthly expenditure and post incumbency;

(c) *Financial control and monitoring.* To monitor cash levels of individual peacekeeping operations special accounts and projected cash flow requirements; to determine the amounts payable to each troop-contributing Government; to authorize payments for troops and for claims for death and disability, letters of assist and contingent-owned equipment; and to monitor the peacekeeping reserve fund pursuant to the provisions of General Assembly resolution 49/233 A.

94. During 1998 measures were implemented to streamline coordination between the Division, the field missions and the Field Administration and Logistics Division in connection with the budget review process. The format and presentation of the Secretary-General's peacekeeping financing reports were revised to make them more analytical. During the period from 1 July 1999 to 30 June 2000, further improvements in the timeliness of submission as well as the quality, format and presentation of the Secretary-General's financing reports will be pursued. In addition, budgetary control will be streamlined.

95. In the light of the above, and bearing in mind that the number of active peacekeeping missions to be backstopped will decline from 14 during 1998–1999 to 12 in 1999–2000, it is proposed that the staffing establishment for the Division be reduced by 2 P-3 posts.

Workload statistics

96. The following tables provide historical data on the output of the Peacekeeping Financing Division:

	Financing reports[a]														
	Security Council					General Assembly					Letters to Advisory Committee on Administrative and Budgetary Questions				
	1998	1997	1996	1995	1994	1998	1997	1996	1995	1994	1998	1997	1996	1995	1994
Totals	**33**	**34**	**29**	**35**	**34**	**56**	**54**	**50**	**54**	**53**	**31**	**32**	**29**	**12**	**19**

[a] Excludes preparation of draft resolutions and reports of the Fifth Committee.

	Administrative matters														
	Allotments					*Staffing table authorizations*					*Initiation of payments to Government*				
	1998	*1997*	*1996*	*1995*	*1994*	*1998*	*1997*	*1996*	*1995*	*1994*	*1998*	*1997*	*1996*	*1995*	*1994*
Totals	**263**	**277**	**237**	**330**	**404**	**59**	**81**	**82**	**92**	**109**	**683**	**475**	**226**	**486**	**350**

Resources

97. The authorized staffing establishment for the Division for the current period from 1 July 1998 to 30 June 1999 is 32 posts, all exclusively funded from the support account, of which 19 posts are in the Professional category and above and 13 are General Service posts (including 1 Principal level post) as indicated in table 15. The Division comprises the office of the Director (1 D-2 and 1 General Service (Other level) post), the Policy and Standardization Unit (1 D-1 who is concurrently Deputy Director; 1 P-4 and 3 General Service posts, including one post at the Principal Level), the Africa Section (1 P-5, 2 P-4, 1 P-3 and 3 General Service (Other level) posts), the Asia and Middle East Section (1 P-5, 3 P-4, 2 P-3 and 3 GS (Other level) posts) and the Europe and Latin America Section (1 P-5, 3 P-4, 2 P-3 and 3 GS (Other level) posts). There is only 1 General Service level post in the Division, which supports both the Director and Deputy Director. Three other General Service posts, which are in the Policy and Standardization Unit, perform electronic data-processing hardware, software and database programming, reporting and support functions for the Division as a whole. The remainder of the General Service posts provide clerical support to the three sections of the Division.

98. As discussed in the preceding paragraphs, it is proposed to surrender 2 P-3 posts for the period effective 1 July 1999. The remaining 30 posts should be maintained taking into account the needs of the Division, which is funded exclusively from support account resources.

Accounts Division

Table 16
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998/99	*1999/00*	*1998/99*	*1999/00*	*1998/99*	*1999/00*	*1998/99*	*1999/00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	2	2	–	–	–	–	2	2
P-5	2	2	1	1	2	2	5	5
P-4	6	6	3	3	5	5	14	14
P-3	8	8	5	5	7	7	20	20
P-2/P-1	6	6	1	1	2	2	9	9
Subtotal	**25**	**25**	**10**	**10**	**16**	**16**	**51**	**51**
General Service and related categories								
Principal level	6	6	–	–	7	7	13	13
Other levels	46	46	8	8	30	30	84	84
Subtotal	**52**	**52**	**8**	**8**	**37**	**37**	**97**	**97**
Total	**77**	**77**	**18**	**18**	**53**	**53**	**148**	**148**

Functions

99. The backstopping support to peacekeeping operations as well as for regular budget and the extrabudgetary activities entails work in various sections and units of the Division. This Division maintains a direct financial relationship with field offices, reviews and prepares vouchers for all cash remittance requests and imprest accounts, processes large numbers of inter-office vouchers, approves obligations at Headquarters for recording in the accounts and processes all reimbursements for troop costs and contingent-owned equipment to Member States. It reviews the accounts of each mission, prepares financial statements for each financial period; responds to audit queries and observations; and handles bank reconciliations for numerous individual bank accounts, as well as other transactions which must be processed in the accounting system. The Division also provides ongoing support to financial systems operations at Headquarters and in the field missions.

Peacekeeping Accounts Section

100. In order to provide focused attention to accounting matters related to peacekeeping, the Operational Accounts Section was reorganized into a Peacekeeping Accounts Section dealing exclusively with peacekeeping matters. The Section has three units organized by regions, Africa; Middle East; and Europe, Asia and the Americas.

101. The Peacekeeping Accounts Section is responsible for the following functions:

(a) Maintaining official accounts for all contributions received;

(b) Monitoring cash positions of each mission;

(c) Reviewing and preparing vouchers for cash remittance requests and imprest accounts;

(d) Approving obligations at Headquarters for recording in the peacekeeping accounts;

(e) Reviewing the accounts for each mission and making recommendations for the treatment of unusual items;

(f) Preparing financial statements, schedules and working papers for each financial period;

(g) Processing government claims and reimbursements for troops and contingent-owned equipments;

(h) Responding to detailed audit queries on the accounts;

(i) Processing large volumes of inter-office vouchers and performing reconciliations;

(j) Providing support to FALD on accounting matters including for missions in liquidation.

102. The Section has 6 Professional and 3 General Service posts funded from the support account.

Central Accounts Section

103. The Central Accounts Section is responsible for cash flow analysis and projections for all peacekeeping operations and for bank reconciliations. Of a total of 112 active bank accounts, 26 accounts are maintained at Headquarters for peacekeeping operations. The Section has 1 Professional and 1 General Service post funded from the support account.

Payroll Section

104. The Payroll Section provides various services to all international staff, including those peacekeeping staff members on mission from Headquarters, UNICEF, UNDP and UNFPA. These include payment of salaries, salary advances, education grant, rental subsidies and pension fund reporting. The Section has 1 General Service post funded from the support account.

Accounts Payable Unit

105. The work of the Accounts Payable Unit was created on 1 April 1996 with the transfer of invoice processing functions from the Procurement Division. This Unit has now been consolidated with the Travel and Reimbursement Unit. The work involves the processing of invoices and the settlement of claims of staff members travelling to and from

peacekeeping missions. The Section has 1 Professional and 2 General Service posts funded from the support account.

Systems Support Section

106. The System Support Section provides technical support to the finance sections in various missions to support the field accounting system and for the Headquarters payroll and insurance applications that pay the international staff serving in the missions. The Section has 2 Professional posts funded from the support account.

Insurance, Claims and Compensation Section

107. The Insurance, Claims and Compensation Section administers the United Nations health and life insurance coverage for peacekeeping staff and the replacement staff for Headquarters staff on mission. The Section is also responsible for third party coverage for vehicles, aircraft and other facilities utilized in connection with peacekeeping operations.

108. The secretariats of the United Nations Claims Board and the Advisory Board on Compensation Claims are also found under the direct supervision of the Section. The Section has 1 General Service post funded from the support account.

Workload statistics

	Output		
	1996	*1997*	*1998*
Number of peacekeeping missions serviced	26	27	28
Financial statements and schedules prepared	106	110	114
Receivables processed	951	5 172	5 922
Journal vouchers processed	1 952	2 482	3 304
Remittance/Government claims processed	675	1 076	1 108
Troop payments processed	626	676	451
Peacekeeping obligations processed	–	–	1 621
Application of deposits	–	–	2 226

	1998			*1999*		
Payroll: Number of staff	*Headquarters*	*Field*	*Total*	*Headquarters*	*Field*	*Total*
Peacekeeping missions staff	181	1 242	1 423	198	1 190	1 338
Peacekeeping support account	341	4	341	331	–	331
Total Peacekeeping	522	1 292	1 764	479	1 190	1 669
Total staff processed	7 249	4 500	11 749	7 549	4 506	12 055
Percentage of peacekeeping	7	28	15	6	26	14

109. An estimated 20 per cent of the workload of the Travel Unit is related to peacekeeping and at peak time virtually all of the staff are involved in processing start-up mission arrangements and closing arrangements as applicable. The workload of payments processed is shown below:

	Output		
Activity	*1996*	*1997*	*1998*
Payment requests	7 415	11 012	9 816
Travel claims	6 742	6 908	7 463

Resources

110. No change is proposed in respect of the 18 posts funded from the support account as indicated in table 16.

4. Office of Human Resources Management

Table 17
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	3	3	–	–	–	–	3	3
D-1	3	3	–	–	–	–	3	3
P-5	11	11	1	1	1	1	13	13
P-4	11	11	5	4	1	1	17	16
P-3	9	9	1	–	1	1	11	10
P-2/P-1	3	3	–	–	–	–	3	3
Subtotal	**40**	**40**	**7**	**5**	**3**	**3**	**50**	**48**
General Service and related categories								
Principal level	8	8	–	–	3	3	11	11
Other levels	45	45	6	6	6	6	57	57
Subtotal	**53**	**53**	**6**	**6**	**9**	**9**	**68**	**68**
Total	**93**	**93**	**13**	**11**	**12**	**12**	**118**	**116**

Specialist Services Division

Table 18
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	1	1	–	–	–	–	1	1
P-5	4	4	–	–	–	–	4	4
P-4	2	2	2	2	–	–	4	4
P-3	2	2	–	–	1	1	3	3
P-2/P-1	1	1	–	–	–	–	1	1
Subtotal	**11**	**11**	**2**	**2**	**1**	**1**	**14**	**14**
General Service and related categories								
Principal level	1	1	–	–	–	–	1	1
Other levels	11	11	1	1	–	–	12	12
Subtotal	**12**	**12**	**1**	**1**	**–**	**–**	**13**	**13**
Total	**23**	**23**	**3**	**3**	**1**	**1**	**27**	**27**

Functions

111. The Specialist Services Division comprises, *inter alia*, the Compensation and Classification Policy Unit, the Common System and Inter-Agency Policy Unit and the Administrative Law Unit.

Compensation and Classification Policy Unit: Common System and Inter-Agency Policy Unit

112. The functions of the Compensation and Classification Policy Unit and the Common System and Inter-Agency Policy Unit are to establish conditions of service for personnel serving in peacekeeping operations; to conduct comprehensive surveys at locations where there is an established or special peacekeeping mission as well as those locations where UNHCR is the designated agency; to represent the Office of Human Resources Management in both internal and common system-wide working groups dealing with policies on entitlements applicable to staff in field operations; to coordinate and preside over the Office of Human Resources Management/Field Administration and Logistics Division task force which reviews such issues as mission subsistence allowance, compensatory time off and staff officer entitlements on missions and provides guidance on the implementation of the revised 300 Series of Appointments of Limited Duration.

113. The Units handle correspondence from the missions, Department of Peacekeeping Operations/Field Administration and Logistics Division, and other interested parties on

salary and allowance policies, individual exceptions to established provisions, review of classification of duty stations according to conditions of life and work, mobility and hardship allowance and other matters related to the remuneration package applicable to mission personnel.

114. The Units handle whole-office classification reviews of posts in Professional, Field Service and General Service categories and the maintenance of classification system for the Department of Peacekeeping Operations in the context of its restructuring/expansion and for established peacekeeping missions. Consequently, they are also responsible for the appeals process against classification decisions. Furthermore, the Units continue to assist the Department of Peacekeeping Operations and the Field Administration and Logistics Division in developing standard templates of staff requirements for special missions.

Administrative Law Unit

115. The functions of the Administrative Law Unit are to handle all requests for administrative reviews that are submitted by staff members as a preliminary step in the appeals process; to represent the Secretary-General before the Joint Appeals Board, orally and in writing, in respect of appeals cases; to handle all disciplinary matters brought to the Office of Human Resources Management at all stages, from determining whether or not to recommend that disciplinary charges be brought to preparing written and oral presentations on behalf of the Administration before the Joint Disciplinary Committee; to respond to a large number of requests for legal advice on personnel matters from offices in the field.

116. The Unit also receives requests for legal advice from peacekeeping missions on a regular basis. This situation exists primarily because of the absence of legally trained officers in the field who could resolve inquiries related to principles of law in pending or possible appeals and disciplinary cases without recourse to the Administrative Law Unit.

Workload statistics

Activity	*1995*	*1996*	*1997*	*1998*
Local salaries				
Comprehensive surveys	3	5	6	7
Maintenance of scales	25	27	26	31
Mission subsistence allowance				
Mission surveys	4	6	7	6
Maintenance of mission subsistence allowance rates	38	50	40	43
Classification advices	82	97	98	113

Cases	1994			1995			1996			1997			1998		
	Total	Peace-keeping operations	%	Total	Peace-keeping operations	%	Total	Peace-keeping operations	%	Total	Peace-keeping operations	%	Total	Peace-keeping operations	%
Disciplinary	115	64	56	168	62	37	156	69	44	138	59	43	34	7	21
Appeals	309	91	30	339	92	27	129	66	51	90	30	33	53	3	6
Requests for review	–	–	–	–	–	–	306	74	26	248	80	33	154	15	10

Resources

117. The Specialist Services Division currently has 3 posts (2 P-4 and 1 General Service level post) funded under the support account. One P-4 and 1 General Service post are assigned to the Compensation and Classification Policy Unit and the Common System and Inter-Agency Policy Unit. One P-4 is assigned to the Administrative Law Unit. It is proposed that these posts be maintained.

Operational Services Division

Table 19
Posts

	Regular budget		Support account		Extrabudgetary		Total	
	1998 99	1999 00	1998 99	1999 00	1998 99	1999 00	1998 99	1999 00
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	1	1	–	–	–	–	1	1
P-5	6	6	–	–	–	–	6	6
P-4	9	9	2	1	–	–	11	10
P-3	6	6	1	–	–	–	7	6
P-2/P-1	2	2	–	–	1	1	3	3
Subtotal	**25**	**25**	**3**	**1**	**1**	**1**	**29**	**27**
General Service and related categories								
Principal level	5	5	–	–	–	–	5	5
Other levels	26	26	3	3	–	–	29	29
Subtotal	**31**	**31**	**3**	**3**	**–**	**–**	**34**	**34**
Total	**56**	**56**	**6**	**4**	**1**	**1**	**63**	**61**

Functions

118. The Operational Services Division is divided into specific clusters. Cluster VI deals with the administrative aspects of human resources management in support of peacekeeping and other special missions. Its functions are to provide support and guidance to the Department of Peacekeeping Operations on all aspects of recruitment, appointment and placement; on the administration of benefits and allowances; on interpretation of administrative rules and procedures; on termination of staff; and on monitoring of compliance by the Department of Peacekeeping Operations and the Field Administration and Logistics Division with the Staff Rules and Regulations, as well as with delegated human resource management functions. Cluster VI has been a focal point for the phasing-out of gratis personnel within the Secretariat, including the surrender of gratis military officers within the Department of Peacekeeping Operations.

Resources

119. Following the review of the respective roles and responsibilities of the Field Administration and Logistics Division and the Office of Human Resources Management in the provision of administrative support to peacekeeping operations, and taking into account current trends in peacekeeping, it is proposed that the staffing establishment for the Division for the period from 1 July 1999 to 30 June 2000 be reduced by 1 P-4 and 1 P-3 post.

Medical Services Division

Table 20
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	1	1	–	–	–	–	1	1
P-5	1	1	1	1	1	1	3	3
P-4	–	–	1	1	–	–	1	1
P-3	1	1	–	–	–	–	1	1
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	**4**	**4**	**2**	**2**	**1**	**1**	**7**	**7**
General Service and related categories								
Principal level	2	2	–	–	3	3	5	5
Other levels	8	8	2	2	6	6	16	16
Subtotal	**10**	**10**	**2**	**2**	**9**	**9**	**21**	**21**
Total	**14**	**14**	**4**	**4**	**10**	**10**	**28**	**28**

Functions

120. The functions of the Medical Services Division are to establish medical standards and medical policies and procedures and to provide services to staff at Headquarters as well as in all peacekeeping missions, including its military component. Providing medical support to peacekeeping operations is an integral part of the day-to-day functions of the Division. Functions include advice and assistance for medical evacuations/repatriations of United Nations staff, military observers, civilian police and troops; determining fitness for mission assignment of the civilian component; and certification of sick leave. The Division also undertakes on-site assessment of the medical environment in peacekeeping missions; actively participates in updating of medical standards and guidelines used in providing medical support; provides medical briefings for mission-readiness workshops; performs medical exams for personnel departing for peacekeeping mission assignments; and provides medical clearance for the Field Administration and Logistics Division. In addition, the Medical Services Division assists with the planning and budgeting of medical support for new peacekeeping missions, identifies the level of medical units and medical personnel required for the new and ongoing peacekeeping missions and ensures that this support is provided by troop-contributing countries. Another major responsibility of the Division involves verification of claims submitted to the Department of Peacekeeping Operations by troop-contributing countries to determine whether injuries are service-incurred. The Division also reviews claims for reimbursement of medical bills, claims for death and disability, and justification for air ambulance and medical evacuation expenditures.

Workload statistics

	1994		*1995*		*1996*		*1997*		*1998*	
Indicators	*Total*	*Peace-keeping operations*	*Total*	*Peace-keeping operations*	*Total*	*Peace-keeping operations*	*Total*	*Peace-keeping operations*	*Total*	*Peace-keeping operations*
In-house medical exams	3 783	832	3 919	473	3 146	900	3 041	707	2 725	636
Overseas exams received	25 822	12 395	14 972	9 749	14 841	10 177	13 688	7 098	12 164	5 425
X-rays received/performed	16 451	8 225	13 806	6 709	13 227	6 662	10 893	4 450	8 316	2 876
Nursing care provided	55 672	5 849	51 349	1 410	18 406	480	25 622	860	23 717	1 634
Immunizations provided	7 076	2 972	3 373	1 025	2 762	453	3 021	924	2 062	540
Sick leave certified	16 402	1 507	19 261	1 543	12 179	1 735	11 102	2 667	10 561	2 385
Medical evacuations processed	878	298	1 229	407	1 653	422	1 246	406	10 561	339
Medical compensation cases reviewed through the Advisory Board on Compensation Claims	501	165	224	87	460	189	425	184	953	231
Death and disability claims and medical bills from troop-contributing countries reviewed and verified	No statistics are available in 1994–1995				196	196	700	700	642	642

Resources

121. Four support account posts are currently provided to the Medical Services Division: 1 P-5 (Medical Officer), 1 P-4 (Medical Officer) and 2 General Service level posts (nurses). It is proposed that these posts be maintained.

122. With regard to non-post resource requirements, there is a continued need for temporary assistance for the next 12-month period to deal with the existing backlog of claims relating to incidents of death and disability. The provision of temporary assistance funds in the amount of $126,500 is proposed for the period from 1 July 1999 to 30 June 2000.

5. Office of Central Support Services

Table 21
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	4	4	–	–	–	–	4	4
P-5	8	8	1	1	–	–	9	9
P-4	14	14	8	8	1	1	23	23
P-3	12	12	9	5	–	–	21	17
P-2/P-1	9	9	1	1	–	–	10	10
Subtotal	**48**	**48**	**19**	**15**	**1**	**1**	**68**	**64**
General Service and related categories								
Principal level	14	14	–	–	3	3	17	17
Other levels	157	157	14	14	24	24	195	195
Trades and Crafts	22	22	–	–	4	4	26	26
Subtotal	**193**	**193**	**14**	**14**	**31**	**31**	**238**	**238**
Total	**241**	**241**	**33**	**29**	**32**	**32**	**306**	**302**

Facilities Management Division: Mail Operations Section

Table 22
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	–	–	–	–	–	–	–	–
P-5	–	–	–	–	–	–	–	–
P-4	–	–	–	–	–	–	–	–
P-3	–	–	–	–	–	–	–	–
P-2/P-1	1	1	–	–	–	–	1	1
Subtotal	**1**	**1**	**–**	**–**	**–**	**–**	**1**	**1**
General Service and related categories								
Principal level	2	2	–	–	1	1	3	3
Other levels	70	70	1	1	10	10	81	81
Subtotal	**72**	**72**	**1**	**1**	**11**	**11**	**84**	**84**
Total	**73**	**73**	**1**	**1**	**11**	**11**	**85**	**85**

Functions

123. The Facilities Management Division is responsible for the planning, management, alterations, improvements, maintenance and operation for all existing leased and owned premises and their infrastructure at Headquarters. The Division is also responsible for mail operations, which provides services relating to transmitting official correspondence and material through the worldwide pouch and postal service and the messenger service within the Headquarters complex.

Workload statistics

Outgoing pouch	*1991*	*1992*	*1993*	*1994*	*1995*	*1996*	*1997*	*1998*
Total volume (lbs)	1 709 592	2 195 784	2 042 302	2 118 566	2 080 809	1 659 184	1 590 773	1 707 625
Department of Peacekeeping Operations/Field Administration and Logistics Division volume (lbs)	79 621	410 617	366 031	258 691	241 176	147 761	114 339	100 800
Department of Peacekeeping Operations volume (percentage of total)	5	19	18	12	12	9	7	6

Incoming pouch	*1996*	*1997*	*1998*
Total volume (lbs)	605 515	621 283	548 533
Department of Peacekeeping Operations/ Field Administration and Logistics Division volume (lbs)	50 291	45 272	46 288
Department of Peacekeeping Operations volume (percentage of total)	8.3	7.3	8.4

Resources

124. The support account currently provides 1 General Service post to the Mail Operations Section to assist the Section in accomplishing its work. It is proposed that the General Service post be retained for the period from 1 July 1999 to 30 June 2000.

Information Technology Services Division

Table 23
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	3	3	–	–	–	–	3	3
P-5	6	6	–	–	–	–	6	6
P-4	10	10	–	–	1	1	11	11
P-3	8	8	–	–	–	–	8	8
P-2/P-1	5	5	1	1	–	–	6	6
Subtotal	**33**	**33**	**1**	**1**	**1**	**1**	**35**	**35**
General Service and related categories								
Principal level	10	10	–	–	2	2	12	12
Other levels	41	41	–	–	9	9	50	50
Trades and Crafts	1	1	–	–	–	–	1	1
Subtotal	**52**	**52**	**–**	**–**	**11**	**11**	**63**	**63**
Total	**85**	**85**	**1**	**1**	**12**	**12**	**98**	**98**

Functions

125. The Telecommunication Service of the Information Technology Services Division is responsible for providing communication support to global peacekeeping operations through the planning, engineering, design and installation of new satellite links and the configuration of associated equipment at the Headquarters earth station and the Network Control Centre. The support of peacekeeping communications requirements is an important task of the United Nations global satellite system.

Resources

126. One P-2 post is funded from the support account and is assigned to the Wide Area Network Unit of the Telecommunication Service. In addition to the regular functions of the Service, the Wide Area Network Unit provides 24-hour operation and maintenance telecommunications services between the Secretariat, peacekeeping operations and United Nations offices away from Headquarters.

127. It is proposed that the P-2 post provided be retained for the period from 1 July 1999 to 30 June 2000.

Procurement Division

Table 24
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998-99	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*	*1998-99*	*1999-00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	1	1	–	–	–	–	1	1
P-5	1	1	1	1	–	–	2	2
P-4	2	2	8	8	–	–	10	10
P-3	4	4	9	5	–	–	13	9
P-2/P-1	3	3	–	–	–	–	3	3
Subtotal	**11**	**11**	**18**	**14**	**–**	**–**	**29**	**25**
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	26	26	11	11	–	–	37	37
Subtotal	**26**	**26**	**11**	**11**	**–**	**–**	**37**	**37**
Total	**37**	**37**	**29**	**25**	**–**	**–**	**66**	**62**

Functions

128. The Procurement Division is responsible for the negotiation, preparation, execution and administration of contracts for the procurement of supplies, equipment, contractual services (including sea and air movements of goods and troops), external printing and binding services and presentation of cases to the Headquarters Committee on Contracts; the development and maintenance of a computerized roster of vendors and completed purchase orders; the preparation and reporting of all procurement and workload statistics; and the processing and expediting of acquisitions, bids, requests for proposals, purchase orders and invoices.

129. The Procurement Division is the focal point of the Organization for the acquisition of a broad range of goods and services required by peacekeeping operations and other field missions. The Procurement Division supports the peacekeeping operations by conducting the procurement of technically complicated requirements such as aircraft charter services, food rations, logistical support services and those goods and services that cannot be procured locally. The Field Administration and Logistics Division provides the Procurement Division with specifications to solicit bids and proposals and, upon receipt of bids and proposals, conducts technical evaluations, while the Procurement Division is responsible for commercial evaluation, making recommendation for the award of contracts to the Headquarters Committee on Contracts, if applicable, formulating contracts, in consultation with the General Legal Division, and ultimately for awarding contracts. The division of responsibilities between the Field Administration and Logistics Division and the Procurement Division is in place to maintain financial integrity by preserving checks and balances within the system.

130. The Procurement Division also arranges transportation and insurance of goods to the missions from the places where those goods are procured and occasionally from mission to mission. For those goods procured by the Procurement Division and shipped by the contracted freight forwarder, the Procurement Division is also entrusted with recording the receipt information and inspecting the goods received in the IMIS system based on the shipping documents to allow the Accounts Division to commence processing payments to suppliers.

131. With respect to local procurement, the Procurement Division is responsible for the formulation of policies and procedures pertaining to worldwide and local procurement. While the missions have been granted the delegation of authority to conduct procurement globally up to the established ceiling amount, the Procurement Division reviews any proposed procurement exercises by the missions for which costs are estimated to exceed the established amount of delegation, to determine whether such procurement should be conducted by the missions or the Procurement Division. Should such procurement be conducted by the missions and require advice of the Headquarters Committee on Contracts and approval by the Assistant Secretary-General for Central Support Services, the Procurement Division is also mandated to review the case presented by the missions to local committees on contracts, prior to submission to the Headquarters Committee on Contracts through the Field Administration and Logistics Division.

132. The Procurement Division also conducts market surveys from time to time to collect market information for the Field Administration and Logistics Division and provides the mission personnel selected to serve as procurement officers with the on-the-job procurement training.

Workload statistics

	1994	*1995*	*1996*	*1997*	*1998*
Number of purchase orders	5 047	4 517	2 841	3 723	3 143
Total procurement volume[a]	$491.5	$399.7	$181.5	$309.5	$176
Number of contracts	367	397	256	246	166
Number of audit reports/management letters answered by the Procurement Division	14	24	64	71	46
Number of cases to Headquarters Committee on Contracts (includes local committees on contracts)	789	698	439	351	251
Value of cases to Headquarters Committee on Contracts (includes local committees on contracts)[a]	$730.6	$890.2	$479	$367.1	$247
Value of cases reviewed by the Procurement Division submitted to Headquarters Committee on Contracts[a]	$195.7	$307.7	$138.5	$61.6	$46.8
Local committees on contracts' cases under the delegation of authority of the Procurement Division[a]	No historical data		$21.6	$28.9	–
Number of institutional contract agreements	72	97	115 See note	166	205
Number of requisitions	See note	4 828	3 651	3 264	3 002
Number of vendors registered	Supplier information programme commenced in January 1996		2 240	3 424	4 111

[a] In millions of United States dollars.

Resources

133. The workload statistics of the Procurement Division shows a decline as a result of the liquidation of missions and increased procurement authority in the field. On the other hand, the liquidation and/or downsizing of missions creates a substantial amount of work for the closing of contracts and the resolution of disputes.

134. At present, the Procurement Division has 29 posts funded from the support account: 1 P-5 (Senior Procurement Officer); 8 P-4 (Procurement Officers); 9 P-3 (Procurement Officers); and 11 General Service level posts (procurement assistants/secretary).

135. It is proposed that the staffing of the Procurement Division be reduced by 4 P-3 posts for the period from 1 July 1999 through 30 June 2000.

Travel and Transportation Service

Table 25
Posts

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	–	–	–	–	–	–	–	–
P-5	1	1	–	–	–	–	1	1
P-4	2	2	–	–	–	–	2	2
P-3	–	–	–	–	–	–	–	–
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	**3**	**3**	**–**	**–**	**–**	**–**	**3**	**3**
General Service and related categories								
Principal level	2	2	–	–	–	–	2	2
Other levels	20	20	2	–	5	5	27	27
Trades and Crafts	21	21	–	–	4	4	25	25
Subtotal	**43**	**43**	**2**	**2**	**9**	**9**	**54**	**54**
Total	**46**	**46**	**2**	**2**	**9**	**9**	**57**	**57**

Functions

136. The Travel and Transportation Service performs a multitude of activities in direct support of peacekeeping operations.

137. The functions of the Travel Section include: processing all travel requests originating in New York for peacekeeping personnel; negotiating special airfares for the movement of groups of peacekeeping personnel, together with the most favourable rates for excess accompanied shipments; arranging for visas for Department of Peacekeeping Operations civilian personnel and military observers travelling from New York to the various peacekeeping missions; issuing of travel documents, including United Nations laissez-passers, duplicate laissez-passer and United Nations certificates and family certificates required by the Department of Peacekeeping Operations for its personnel in the field and their families; arranging for host country residency permits (G-4 visas) for staff returning from missions; all host country reporting relating to the movement of staff to peacekeeping missions and their return; responding to travel-related inquiries from the field and the Field Administration and Logistics Division; providing airfare estimates for budgetary purposes for the Department of Peacekeeping Operations at Headquarters and in field missions; and handling the delegation of authority for the administration of United Nations laissez-passers in the field.

138. The functions of the Transportation Operations Section include: processing of all outgoing and incoming shipments of household goods and personal effects for staff going to and from peacekeeping missions; arranging for most shipments between peacekeeping missions; providing insurance coverage for all shipments between peacekeeping missions and Headquarters; assisting in emergencies such as the return of the remains of staff who have died while serving in the field; and the ordering of stationery supplies.

Workload Statistics of the Travel and Transportation Service for the period from 1994 to 1998

Activity	1994			1995			1996			1997			1998		
	Total activity	*Support activity*	*Percentage*	*Total activity*	*Support activity*	*Percentage*	*Total activity*	*Support activity*	*Percentage*	*Total activity*	*Support activity*	*Percentage*	*Total activity*	*Support activity*	*Percentage*
Travel Section:															
Travel authorizations	20 960	7 157	34	18 347	4 344	24	14 664	2 996	20	16 833	3 175	19	17 339	2 888	17
Passport/visa transactions	7 693	853	11	6 841	651	10	6 063	360	6	6 452	487	8	6 528	412	6
Laissez-passers/ certificates	17 731	4 181	24	19 055	5 214	27	17 061	3 823	22	18 892	4 288	23	14 961	2 637	18
Total	**46 384**	**12 191**	**26**	**44 243**	**10 209**	**23**	**37 788**	**7 179**	**19**	**42 177**	**7 950**	**19**	**38 828**	**5 937**	**15**
Transportation Operations Section:															
Export shipments	866	261	30	753	214	28	729	165	22	635	118	18.58	202	72	36
Import shipments	364	115	31	323	121	37	319	89	27	253	96	37.94	87	71	82
Over-to-over shipments	252	50	19	277	23	8	294	11	3	264	11	4.17	278	27	10
Insurance claims	325	39	12	283	12	4.24	265	5	1.89	266	83	31.20	633	107	17
Total	**1 807**	**465**	**26**	**1 636**	**370**	**23**	**1 607**	**270**	**17**	**1 418**	**308**	**21.72**	**1 200**	**277**	**23**

Resources

139. The Travel and Transportation Service currently has 2 General Service level posts funded under the peacekeeping support account. It is proposed that the current number of posts for the Service be maintained for the period from 1 July 1999 to 30 June 2000.

6. Department of Management: non-post resources

140. *General temporary assistance*. It is proposed that total requirements of $182,500 be provided under this heading. Of this amount, $126,500 would provide temporary assistance to the Medical Services Division in processing the backlog of claims relating to incidents of death and disability as referred to in paragraph 122 above. The remaining $56,000 represents maintenance of resources to cover periods of maternity leave, extended sick leave and peak workload for the Department.

141. *Overtime*. A maintenance amount of $17,000 is required to cover overtime costs to allow the Peacekeeping Financing Division ($2,000) and the Accounts Division ($15,000) to meet deadlines inherent to the nature of work at Headquarters pertaining to backstopping required by peacekeeping operations.

142. *Travel*. It is requested that an amount of $20,000 be maintained for the period from 1 July 1999 to 30 June 2000 for travel of staff from the Peacekeeping Financing Division to the mission area.

143. *Rental of premises*. Provision is made in the amount of $1,477,000 for the rental of premises based on 1999/00 standard common services costs.

144. *Rental of office equipment*. Provision of $20,600 is made for the rental of photocopying machines and paper.

145. *Communications*. Provision of $50,400 made for telephone rental and local telephone charges.

146. *Maintenance of office equipment*. Provision of $40,000 is requested for computer maintenance of 40 computers at standard cost rates of $1,000 per computer, including printer, central management software distribution and local area network services.

147. *Supplies and materials*. A total of $13,000 is requested under this heading for office supplies.

C. Office of the United Nations Security Coordinator

Table 26
Overall requirements

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	105.0	117.6	120.2
Consultants	–	–	–
General temporary assistance	–	–	–
Overtime	–	–	–
Travel	–	–	–
Training	–	–	–
Electronic data-processing equipment	–	–	0.9
Other	–	–	9.6
Total	**105.0**	**117.6**	**130.7**

Table 27
Overall staffing

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	–	–	–	–	–	–	–	–
D-1	1	1	–	–	–	–	1	1
P-5	–	–	–	–	1	1	1	1
P-4	–	–	1	1	1	1	2	2
P-3	1	1	–	–	–	–	1	1
P-2/P-1	–	–	–	–	–	–	–	–
Subtotal	2	2	1	1	2	2	5	5
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	2	2	–	–	1	1	3	3
Subtotal	**2**	**2**	**–**	**–**	**1**	**1**	**3**	**3**
Total	**4**	**4**	**1**	**1**	**3**	**3**	**8**	**8**

148. The United Nations Security Coordinator acts, on behalf of the Secretary-General, to ensure a coherent response by the United Nations system to any emergency situation and is responsible for all policy/procedural matters related to security as well as for the coordination of all activities of the United Nations and its specialized agencies regarding the safety and security of staff at all field locations.

149. In respect of peacekeeping operations, the functions of the Office are: to monitor and assess the situation at those duty stations where there is a peacekeeping mission; to coordinate and plan security/safety for civilian staff at peacekeeping missions; to collect and analyse security information with a view to forecasting areas where security might be a problem; to make recommendations to the United Nations Security Coordinator regarding policies and procedures related to security of civilian staff of peacekeeping missions; to undertake security assessment missions to the field to evaluate security measures for the safeguarding of civilian personnel of peacekeeping missions and to make appropriate recommendations and arrangements thereof; to travel, as required, to peacekeeping mission areas to provide emergency on-the-spot crisis management assistance; to undertake pre-deployment briefings and training for civilian staff of peacekeeping missions; to undertake briefings and the security training of security officers assigned to peacekeeping missions; to coordinate on a daily basis with the relevant offices in the Department of Peacekeeping Operations.

Workload statistics

	Output		
Activity	*1997 98*	*1998 99*	*1999 00**
Monitor on a close and continuous basis the prevailing level of security for each peacekeeping mission	daily	daily	daily
Continuously assess the level of security planning and preparedness in order to ensure the viability of a specific detailed security plan at each peacekeeping mission	17	16	15
Collect, interpret and disseminate information regarding potential threats to security of civilian personnel at peacekeeping missions	daily	daily	daily
Provide staff responsible for security at peacekeeping missions with advice and guidance regarding the management of security problems	daily	daily	daily
Brief staff prior to their assignment to their duty station	210	200	200
Monitor on a close and continuous basis the prevailing level of security for each peacekeeping mission	daily	daily	daily
Brief all Chiefs of Security at peacekeeping missions	7	7	7
Instruct and advise the Chiefs of Security at peacekeeping missions	ongoing	ongoing	ongoing
Coordinate with relevant offices in the Department of Peacekeeping Operations regarding security in the field	daily	daily	daily
Undertake security-related evaluation missions to appraise specific aspects of security on-site	5	5	5
Coordinate all issues and actions required in cases of hostage-taking/kidnapping of civilian personnel of peacekeeping missions	2	2	2
Organize and present security-related training programmes and seminars	5	7	4+

* Projected.

Resources

150. The present staffing structure of the Office of the United Nations Security Coordinator includes 1 P-4 support account post. It is proposed to maintain that post for the 12-month period beginning 1 July 1999.

Non-post resources

151. *General operating expenses.* An estimated $8,700 would provide for the following expenditures: $7,000 for communications, including long-distance telephone and facsimile charges and cable charges; and $1,700 for maintenance of office automation equipment.

152. *Supplies and equipment.* An estimated $1,800 would provide for the following expenditures: $900 to replace one printer purchased in 1993 which will be eligible for replacement; and $900 for the purchase of supplies for office automation equipment and general supplies.

D. Executive Office of the Secretary-General

Table 28
Overall requirements

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	275.8	342.1	333.0
Consultants	–	–	–
General temporary assistance	–	–	–
Overtime	7.0	2.5	5.0
Travel	–	–	–
Training	–	–	–
Electronic data-processing equipment	–	–	–
Other	–	3.0	–
Total	**282.8**	**347.6**	**338.0**

Table 29
Overall staffing

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	1	1	–	–	–	–	1	1
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	5	5	1	1	–	–	6	6
D-1	3	3	–	–	–	–	3	3
P-5	3	3	1	1	–	–	4	4
P-4	5	5	–	–	–	–	5	5
P-3	5	5	–	–	–	–	5	5
P-2/P-1	3	3	–	–	–	–	3	3
Subtotal	**25**	**25**	**2**	**2**	**–**	**–**	**27**	**27**
General Service and related categories								
Principal level	5	5	–	–	–	–	5	5
Other levels	35	35	1	1	–	–	36	36
Subtotal	**40**	**40**	**1**	**1**	**–**	**–**	**41**	**41**
Total	**65**	**65**	**3**	**3**	**–**	**–**	**68**	**68**

Functions

153. The Executive Office of the Secretary-General has a direct involvement in the peacekeeping role of the Organization. The Office is required to assist the Secretary-General in providing policy direction to Departments with direct responsibility for peacekeeping and ensuring effective coordination of the activities of the United Nations which impact on or contribute to peacekeeping.

Resources

154. The Executive Office of the Secretary-General has three posts (1 D-2, 1 P-5 and 1 General Service level post) financed from the support account. The incumbents of the D-2 and the P-5 posts are charged with providing direct support to the Secretary-General in discharging his responsibilities. To this end, they focus on matters that require the Secretary-General's personal attention. They follow developments in the Security Council's work and bring to the attention of the Secretary-General those matters that relate, in particular, to peacekeeping operations, and conveys to the concerned departments the Secretary-General's views and decisions. The General Service post provides resources for a secretary who assists these two officers. It is proposed to maintain the current number of posts provided for the Executive Office of the Secretary-General for the period from 1 July 1999 through 30 June 2000.

Non-post resources

155. *Overtime.* Provision of $5,000 is made to cover overtime costs to allow the Executive Office to meet deadlines inherent in the nature of work at Headquarters pertaining to backstopping required by peacekeeping operations.

E. Office of Legal Affairs

Table 30
Overall requirements

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	223.8	350.0	357.0
Consultants	–	–	–
General temporary assistance	–	–	–
Overtime	–	–	–
Travel	–	–	–
Training	–	–	–
Electronic data-processing equipment	–	–	–
Other	–	5.0	7.3
Total	**223.8**	**355.0**	**364.3**

Table 31
Overall staffing: General Legal Division

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	–	–	–	–	–	–	–	–
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	1	1	–	–	1	1	2	2
P-5	4	4	1	1	1	1	6	6
P-4	3	3	1	1	–	–	4	4
P-3	3	3	1	1	1	1	5	5
P-2/P-1	–	–	–	–	2	2	2	2
Subtotal	**12**	**12**	**3**	**3**	**5**	**5**	**20**	**20**
General Service and related categories								
Principal level	–	–	–	–	–	–	–	–
Other levels	6	6	–	–	4	4	10	10
Subtotal	**6**	**6**	–	–	**4**	**4**	**10**	**10**
Total	**18**	**18**	**3**	**3**	**9**	**9**	**30**	**30**

Functions

156. The Office of Legal Affairs provides a wide range of legal services and assistance for backstopping the peacekeeping operations of the Organization. Such legal services and assistance are primarily, if not wholly, provided by two divisions within the department: the Office of the Legal Counsel and the General Legal Division. The Office of the Legal Counsel is concerned mainly with the legal issues arising from the policy and political decision taken by the Organization, as well as the legal framework for the establishment of peacekeeping missions. The General Legal Division provides overall support to the operational and commercial activities of the peacekeeping missions, including resolving the large numbers of claims arising from such activities.

Workload statistics

Office of Legal Affairs - General Legal Division
Summary of hours logged in support of peacekeeping operations by Professional staff during 1997

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	***Total***
1 433	1 366	1 119	1 171	1 137	1 170	1 127	1 224	1 140	1 241	1 058	1 065	**14 251**

Percentage of actual hours spent on assigned matters versus deployed staff hours for all General Legal Division posts during 1997

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	***Total***
Regular work hours												
7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.5	7.5	7.5	7.5	–
Number of work-days in month												
23	20	20	22	22	21	23	21	21	23	20	23	**259**
Total posts deployed												
21	21	19	17	17	18	18	18	18	18	18	18	–
Total staff-hours budgeted												
3 381	2 940	2 660	2 618	2 618	2 646	2 898	2 646	2 835	3 105	2 700	3 105	**34 152**

Percentage of actual time versus total budgeted staff-hours (for encumbered posts) during 1997

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	***Total***
46.9	51.7	46.2	48.8	48.9	49.3	44.6	51.6	44.1	44.7	44.2	37.3	**46.4**

Office of Legal Affairs - General Legal Division
Summary of hours logged in support of peacekeeping operations by Professional staff during 1998

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	***Total***
957	927	1 076	993	1 136	1 246	–	–	–	–	–	–	**6 335**

Percentage of actual hours spent on assigned matters versus deployed staff hours for all General Legal Division posts during 1998

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	***Total***
Regular work hours												
7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.5	7.5	7.5	7.5	–
Number of work-days in month												
22	20	22	22	21	22	23	21	22	22	21	22	**260**
Total posts deployed												
18	19	19	19	19	19	–	–	–	–	–	–	–
Total staff-hours budgeted												
2 772	2 660	2 926	2 926	2 793	2 926	–	–	–	–	–	–	**17 003**

Percentage of actual time versus total budgeted staff hours (for encumbered posts) during 1998

Jan.	*Feb.*	*Mar.*	*Apr.*	*May*	*June*	*July*	*Aug.*	*Sept.*	*Oct.*	*Nov.*	*Dec.*	*Total*
41.6	39.8	40.4	38.5	45.5	45.8	47.4	–	–	–	–	–	**42.3**

Resources

157. The Office of Legal Affairs currently has 3 Professional level posts (1 P-5, 1 P-4 and 1 P-3 post) funded from the support account. All 3 posts are located within the General Legal Division.

158. It is proposed that the current number of support account posts provided for the General Legal Division be maintained for the period from 1 July 1999 through 30 June 2000.

Non-post resources

159. *Communications*. A requirement of $7,000 is requested for telephone and facsimile charges (based on standard costs).

160. *Office supplies*. A provision of $300 is requested for office supplies.

F. Office of Internal Oversight Services

Table 32
Overall requirements

	Expenditures July 1997 June 1998	*Approved July 1998 June 1999*	*Proposed July 1999 June 2000*
Posts	978.2	1 186.6	1 316.7
Consultants	–	–	–
General temporary assistance	–	–	–
Overtime	–	–	–
Travel	–	20.0	20.0
Training	–	–	–
Electronic data-processing equipment	–	–	10.0
Other	–	11.0	8.0
Total	**978.2**	**1 217.6**	**1 354.7**

Table 33
Overall staffing

	Regular budget		*Support account*		*Extrabudgetary*		*Total*	
	1998 99	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*	*1998 99*	*1999 00*
Professional category and above								
Under-Secretary-General	1	1	–	–	–	–	1	1
Assistant Secretary-General	–	–	–	–	–	–	–	–
D-2	1	1	–	–	–	–	1	1
D-1	4	4	–	–	–	–	4	4
P-5	12	12	1	1	1	1	14	14
P-4	17	17	7	7	8	8	32	32
P-3	13	13	3	3	4	4	20	20
P-2/P-1	8	8	–	–	1	1	9	9
Subtotal	**56**	**56**	**11**	**11**	**14**	**14**	**81**	**81**
General Service and related categories								
Principal level	9	9	–	–	1	1	10	10
Other levels	17	17	1	1	8	8	26	26
Subtotal	**26**	**26**	**1**	**1**	**9**	**9**	**36**	**36**
Total	**82**	**82**	**12**	**12**	**23**	**23**	**117**	**117**

161. The Office of Internal Oversight Services provides support to United Nations peacekeeping operations through its Audit and Management Counselling Division and the Investigative Section.

Functions

162. The Audit and Management Counselling Division is responsible, *inter alia*, for the audit of all peacekeeping and special missions, the United Nations Logistics Base at Brindisi, Italy, as well as the functional areas administered by the Field Administration and Logistics Division (Department of Peacekeeping Operations) at Headquarters. The functions performed by the Division include monitoring the implementation of audit recommendations, the provision of management consulting services as well as advising on those issues related to peacekeeping operations that fall under the audit responsibility of the Audit and Management Counselling Division.

163. With regard to the work of the Investigations Section, the role of the Section is primarily reactive, that is the Section reacts to reports received, pursuant to paragraph 18 of ST/SGB/273, of allegations of violations of United Nations rules, regulations and administrative issuances, as well as misconduct, mismanagement, waste of resources and abuse of authority. Approximately one quarter of the cases received by the Investigations Section relate to peacekeeping activities.

Workload statistics

164. As shown in the table below, over 900 audit-days were actually spent on peacekeeping audits for the 6-month period from 1 July through 31 December 1998.

Audit-days spent by the Audit and Management Counselling Division in the audit of peacekeeping operations and number of related audit reports issued during the period from 1 July–31 December 1998

	No. of audit-days used	*No. of reports issued*
MINURSO	126	1
UNAMIR liquidation	14	1
UNDOF	4	1
UNFICYP	70	1
UNIFIL	127	1
UNIKOM	127	1
UNLB	56	–
UNMIBH	37	2
UNPREDEP	22	1
UNTAES liquidation	45	1
DPKO/Headquarters:		
Administration of service contracts, including rations	147	–
Mine clearance trust fund	181	–
Other trust funds	115	–
Letters of assist	79	–
Procurement-related arbitration cases	110	–
Monitoring implementation of recommendations and other Headquarters audit functions	229	–
Total	**1 487**	**10**

Audit-days estimated by the Audit and Management Counselling Division for the audit of peacekeeping operations for the period from 1 July 1999 to 30 June 2000

Missions	*Projected audit-days*
1 July to 31 December 1999:	70
UNMIBH	60
UNPREDEP	70
UNMOT	80
MINURCA/MINURSO	60
UNIKOM	70
MIPONUH	70
DPKO/Headquarters:	
Financial controls	90
Inventory management	90
Death and disability benefits	80
Property Survey Board	90
Monitoring of recommendations and other Headquarters audit functions	90
Subtotal	**920**
1 January to 30 June 2000:	
UNIFIL	80
UNFICYP	80
UNDOF	70
MONUA	60
UNOMIG	70
UNSCOM	80
UNLB	90
DPKO/Headquarters:	
Personnel management	90
Procurement activities	80
Liquidation of missions at Headquarters	90
Monitoring of recommendations and other Headquarters audit functions	90
Subtotal	**880**
Total	**1 800**

165. Given the relatively short history and the particular "reactive" mandate provisions governing the work of the Investigative Section, the Section cannot provide an accurate projection of the number of reports it might receive or estimate the number of person-days it will require to address reports made to the Section in the future. Accordingly, the Investigative Section estimates the workload for the period from 1 July 1999 to 30 June 2000 on the basis of work performed during 1998. Thus, assuming the same level of involvement in overseas peacekeeping operations for the above period as occurred in 1998, the Office

of Internal Oversight Services projects that 800 person-days will be expended on peacekeeping matters during the fiscal year.

166. According to the Audit and Management Counselling Division's audit plan for the period from 1 July 1999 to 30 June 2000, the Division seeks to audit 14 peacekeeping missions (including the United Nations Logistics Base at Brindisi) as well as peacekeeping-related functions based in Headquarters. As detailed in the preceding table, a total of 1,800 audit-days are required to provide minimum coverage to execute the audit plan.

Resources

167. The Office of Internal Oversight Services has a total of 12 posts funded from the support account currently authorized. Eleven posts are assigned to the Audit and Management Counselling Division (1 P-5, 6 P-4, 3 P-3 and 1 General Service level post) while 1 P-4 post is identified for the position of investigator in the Investigations Section.

168. On the basis of past experience and the audit plan for the period from 1 July 1999 to 30 June 2000, it is proposed that the current staffing level funded from the support account be maintained for the Office of Internal Oversight Services for the 12-month period commencing 1 July 1999.

Non-post resources

169. *Travel.* It is proposed that a provision of $20,000 be maintained for the period from 1 July 1999 through 30 June 2000 to cover the cost of investigation travel by staff of the Office of Internal Oversight Services.

170. *Office equipment.* A provision of $10,000 is requested for the acquisition of office automation equipment for the use of staff of the Audit and Management Counselling Division and the Investigative Section.

171. *Communications.* Provision is made in the amount of $8,000 for telephone and facsimile charges relating to communication between Headquarters and peacekeeping missions as required during the course of field audits.

V. Outstanding tasks remaining for completed and closed peacekeeping operations for the period from 1 July 1999 to 30 June 2000

Table 34

Peacekeeping operation	*Tasks to be performed*	*Department/office involved*
Completed missions		
UNTAC includes: UNAMIC UNMLT	Review of unliquidated obligations as well as accounts payable; settlement of claims from troop-contributing countries (TCCs) against accounts payable; monitoring of surplus balances held in the special account for UNTAC.	DPKO PFD AD T CS OHRM
UNMIH	Preparation of final performance report; review of claims for contingent-owned equipment; settlement of claims from TCCs against accounts payable.	DPKO PFD AD T CS OHRM
UNPF includes: UNPROFOR UNPREDEP UNCRO	Preparation of final performance report; additional appropriation and assessments may be required; review of claims from TCCs for contingent-owned equipment and death and disability reimbursement; processing of contingent-owned equipment cases by Headquarters Property Survey Board; processing of Claims Review Board cases; pending settlement of two arbitration cases; settlement of claims from TCCs against accounts payable; recovery of expenditure for items that should have been provided by host Government's under status of forces agreement; settlement of claims from the Government of Bosnia and Herzegovina; closing of UNPF accounts; monitoring of surplus balances held in special accounts.	DPKO PFD AD T CS OHRM OLA
UNOSOM II includes: UNOSOM I	Review of the updated information on the disposition of assets and of the final financial performance report by the General Assembly; additional appropriation and assessment on Member States may be required; review of claims from TCCs for goods and services (including contingent-owned equipment); processing of claims for death and disability reimbursement; processing of Headquarters Property Survey Board cases including contingent-owned equipment; pending settlement of commercial claims and arbitration cases; settlement of claims from TCCs against accounts payable; monitoring of surplus balances held in special accounts.	DPKO PFD AD T CS OHRM OLA
ONUMOZ	Review and finalization of claims from TCCs for reimbursement of contingent-owned equipment; monitoring of surplus balance held in special account.	DPKO PFD AD T

Peacekeeping operation	*Tasks to be performed*	*Department office involved*
UNAMIR includes: UNOMUR	Preparation of final performance report and report on disposition of assets; processing of Headquarters Property Survey Board cases including contingent-owned equipment; processing of claims for death and disability reimbursement; settlement of claims from TCCs against accounts payable; monitoring of surplus balance held in special account	DPKO PFD AD T CS OHRM
UNOMIL	Preparation of final performance report; processing of Headquarters Property Survey Board cases including contingent-owned equipment; pending settlement of two arbitration cases; settlement of claims from TCCs against accounts payable; credits to Member States; monitoring of surplus balances held in special accounts; closure of Trust Fund for the implementation of the Cotonou Agreement in Liberia	DPKO PFD AD T CS OLA
Closed missions		
UNIIMOG	Monitoring of surplus balance in the special account for UNIIMOG	PFD AD
UNTAG	Monitoring of surplus balance in the special account for UNTAG	PFD AD
ONUSAL includes: ONUCA	Monitoring of surplus balance held in the special account	PFD AD

[a] DPKO Department of Peacekeeping Operations
PFD Peacekeeping Financing Division
AD Accounts Division
T Treasury
CS Contributions Service
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Annex

Primary tasks of Rapidly Deployable Mission Headquarters

1. The primary tasks of the Rapidly Deployable Mission Headquarters are as follows:

(a) Developing operating and staff procedures for the Rapidly Deployable Mission Headquarters;

(b) Maintaining the personnel database on all shadow-posted personnel; in particular those nominated by Member States;

(c) Conducting internal training activities, including training seminars, update briefings, individual training, staff development and practice deployments;

(d) Rapidly Deployable Mission Headquarters deployment-detailed contingency planning in conjunction with other Department of Peacekeeping Operations staff;

(e) In addition to these internal functions, staff from the Rapidly Deployable Mission Headquarters will supplement the activities of the Training Service. In particular the staff will assist in:

(i) Providing inputs and help in coordinating the broad range of headquarters command post exercises conducted by Member States;

(ii) Providing training input in the form of policy, training material and performance standards for individuals and units;

(iii) Supporting multidimensional, multinational peacekeeping training exercises;

(iv) Developing procedural material to support Rapidly Deployable Mission Headquarters operations;

(v) Developing and conducting training for Rapidly Deployable Mission Headquarters staff.

2. A central task of the Rapidly Deployable Mission Headquarters therefore will be to plan, in detail, the future operational and tactical tasks to be undertaken in the early phases of a peacekeeping operation so that the Headquarter's training plan has clear objectives which are derived internally. However, in the conceptual planning for the Rapidly Deployable Mission Headquarters the following general sequence of functions and tasks during the initial phase of a newly mandated mission have been defined:

(a) Assemble all Rapidly Deployable Mission Headquarters staff prior to deployment, prepare for deployment and conduct briefings;

(b) Deploy to the mission area and conduct command and control functions for the deploying mission units and associated organizations;

(c) Once the mission is established and functioning in accordance with its mandate, prepare a handover plan for the permanent mission headquarters (which may include a variety of deployment options, such as individual replacement, small unit replacement or more comprehensive relief-in-place), in order to prepare the next headquarters and to withdraw the Rapidly Deployable Mission Headquarters;

(d) It is anticipated that the Rapidly Deployable Mission Headquarters deployment need only be as long as it takes to identify and deploy elements of the permanent mission headquarters. In this way the permanent mission headquarters quickly develops the expert knowledge of the environment and operating imperatives pertaining in the area at a very early stage, and allows the Rapidly Deployable Mission Headquarters to withdraw.